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ABSTRACT

Beginning with brief descriptions of the statutory duties of school board presidents and clerks, as well as of boards and administrators in teacher hearing procedures, this handbook is intended to serve as a guide for administrators, local board presidents, clerks, and secretaries in recording board of education meetings. Following chapter 1's brief introduction to types of board meetings, chapter 2 discusses in detail the clerks'/secretaries' duties before, during, and after the meetings. Chapters 3-5 contain step-by-step information on the writing, typing, and disposition of board minutes. The handbook ends with a glossary of parliamentary terms, a section of eight appendixes comprising roughly two-thirds of the document's total length (including samples of agendas, advance notices, statements of compliance, minutes, resolutions, proclamations, and indexes), and a brief bibliography. (JBM)

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IMPORTANCE OF . . . . . .

AND METHODS FOR . . . . . .

WRITING BOARD MINUTES

(R E V I S E D)

March 1980
February 1983
September 1983

Produced and Distributed

by

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Oliver Hodge Memorial Education Building
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Compiled and Written

by

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Lincoln Plaza Forum, Oklahoma City
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Hilton Inn West, Oklahoma City
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State Department of Education
Hilton Inn West, Oklahoma City
July 21-23, 1980

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OSSBA Fourth Annual Workshop for Presidents & Clerks
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PRESIDENTS AND CLERKS

- Their Statutory Duties -

The President of the Board

The president and vice-president of the board are elected at the first regular meeting after the annual school election by the board membership, each of which will serve one year and until his successor is elected and qualified (Secs. 70-72, 1982 School Laws of Oklahoma, hereafter referred to as School Laws).

Duties of the President

It shall be the duty of the president to preside at meetings of the board of education;
—to appoint all committees whose appointment is not otherwise provided for; and
—to sign all warrants ordered by the board of education to be drawn upon the treasurer for school money.

The president of the board of education of a school district cannot be "fired" by the board of education prior to the expiration of his one-year term (AGO*, Aug. 23, 1949).

The president of the board may sign warrants by use of machine prints facsimile of his autograph (AGO, Aug. 28, 1954).

Duties of the Vice-President

It shall be the duty of the vice-president to perform all the duties of the president in case of his absence or disability.

The Clerk of the Board

The clerk and, in its discretion, a deputy clerk shall be elected by the board, either of whom may or may not be a member of the board and shall serve at the pleasure of the board and receive such compensation for his services

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*Attorney General's Opinion

as the board may allow, provided, no superintendent, principal, instructor, or teacher shall be elected or serve as clerk or deputy clerk of the board (1982 School Laws, Sec. 70).

The clerk may be removed as clerk by the board of education at any time (AGO, Feb. 28, 1951).

Bank officers may serve concurrently as member and clerk, respectively, of a board of education (AGO, June 28, 1971).

Duties of the Clerk

It shall be the duty of the clerk to keep an accurate journal of the proceedings of the board which shall be subject to public inspection (Open Meeting Law);
—take charge of the district books and documents;
—countersign all warrants for school monies drawn upon the treasurer by the board of education; and
—perform such other duties as the board of education or its committees may require.

The clerk is authorized to destroy all claims, warrants, contracts, purchase orders and any other financial records or documents, including those relating to student activity funds, on file or stored in the offices of the board of education for a period of longer than five (5) years (1982 School Laws, Sec. 73).

The clerk may countersign warrants by use of machine which prints facsimile of his autograph (AGO, Aug. 28, 1954).

It shall be the mandatory duty of the clerk of the board of each school district and the clerk of the governing body of each city and town to furnish the tentative minutes of every regular and/or special meeting of such school boards and municipal governing bodies to legal newspapers requesting the same in writing, provided any such newspaper must be located in the same county as all or a part of the school district or municipality to which such request is made (1982 School Laws, Sec. 664).

The clerk's statutory duties cannot be performed by a secretary employed by the board of education (AGO, July 20, 1962).

District Superintendent of Schools cannot assume duties of Clerk of board of education and keep minutes of board meetings (AGO, No. 83-66, April 27, 1983).

The clerk is authorized to administer oaths (51 O.S. *1981, Sec. 21).

Duties of the Deputy Clerk

The deputy clerk may perform any of the duties and exercise any of the powers of the clerk with the same force and effect as if the same were done or performed by the clerk.

Before entering upon the discharge of his duties, the deputy clerk shall give a bond in the sum of One Thousand Dollars ($1,000.00) with good and sufficient sureties to be approved by the board conditioned for the faithful performance of his duties (1982 School Laws, Sec. 70).

Under Teacher Hearing Procedures S.B. 249 (1982 School Laws, Secs. 94-112)

Duties of the Clerk

The clerk of the board shall be the recipient of notifications from both probationary and tenured teachers who request a hearing in dismissal or nonrenewal of contracts.

The clerk of the board shall notify the State Superintendent of such request for a hearing (1982 School Laws, Sec. 101 C, D & E).

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*Oklahoma Statutes

BOARDS AND ADMINISTRATORS

Their Statutory Duties Pertaining to
Teacher Hearing Procedures

Sections 94-112, 1982 School Laws, provides a definite time frame for the implementation of procedures in teacher/administrator evaluations and due process hearings. The procedural steps are listed in order for the convenience of the reader.

Evaluations

1. Prior to October 15, 1977, every board of education established a written policy of evaluation.

2. Commencing not later than the 1977-78 school term every probationary teacher shall be evaluated two (2) times—prior to November 15 and prior to February 10.

3. Commencing not later than the 1977-78 school term every tenured teacher shall be evaluated at least once every three (3) years.

4. Within two (2) weeks after the evaluation has been presented to the teacher, he/she may respond.

5. After evaluation, the principal brings the matter to the attention of the teacher if his/her employment is in jeopardy, admonishes the teacher, and allows a reasonable time for improvement, not to exceed two (2) months. (This does not apply to a Superintendent of Schools, 648 P. 2d 26).*

6. Except for superintendents who shall be evaluated by the local school board, all certified personnel, including administrators, shall be evaluated by certified administrative personnel designated by the local school board.

Suspensions

1. In the case of suspensions, the superintendent may suspend immediately a teacher, when it is necessary in the best interests of the children in the district, without notice or hearing.

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*Supreme Court Decision

2. Within ten (10) days after suspension becomes effective, the superintendent initiates proceedings, pursuant to School Laws, 1982, Sec. 101 (70-6-103.4) as follows:

   (a) The superintendent shall submit a recommendation in writing to the local board of education.

   (b) If the board concurs, the board shall cause a written notice to be mailed by certified mail, restricted delivery, with return receipt requested, to the teacher.

   (c) Pending final determination of a tenured or probationary teacher's dismissal or nonreemployment, the local board may suspend the teacher if it is in the best interest and welfare of the students.

   (d) Procedures for due process hearings following suspension are the same as for dismissals and nonrenewals, as described in Sections X and XI of the Policy Guide for Teacher Hearings. (See Bibliography).

Dismissals and Nonrenewals

1. In the matter of dismissals or nonrenewals, if the board concurs, a written notice shall be sent by certified mail, restricted delivery with return receipt requested, to the teacher prior to April 10.

2. Within ten (10) days of receipt of notice, the probationary or tenured teacher shall notify the clerk of the board by certified mail, restricted delivery with return receipt requested, or else waive the right to a hearing.

3. If, within the ten-day period, the tenured teacher notifies the clerk that he/she desires a hearing, the clerk shall notify the State Superintendent of Public Instruction within said period of time and shall ask for a list of twenty-one (21) attorneys from which to select a Hearing Judge.

4. The State Board of Education Secretary shall respond to the request by sending names and addresses of twenty-one (21) attorneys, plus a copy of due process hearing procedures for each party: the local board of education and the teacher.

5. The tenured teacher and local board of education and/or its representatives shall select a hearing judge within twenty (20) days after receiving the hearing judge list. The superintendent/clerk shall notify the office of the State Board of Education as soon as the hearing judge has been selected.

6. The hearing judge will be notified immediately by the State Board secretary who shall mail the due process hearing procedures, as well as necessary travel claim forms, etc.

7. The hearing judge shall schedule a hearing within ten (10) days after he is chosen.

8. The hearing judge immediately notifies the parties of the date, time and place for the hearing and procedures provided by law and the State Board of Education, pursuant to this Act.

9. The local board and teacher both shall designate a person to counsel and assist the hearing judge, thus establishing a hearing panel. In addition, each party may have counsel of its own.

10. A list of witnesses must be furnished the other party five (5) days prior to the scheduled hearing.

11. Within thirty (30) days from the time the hearing judge has been chosen, the hearing panel shall complete the hearing; prepare a written report, submit copies of the report to the superintendent of the school district or designee, the tenured teacher, and the State Board of Education.

12. If the hearing panel cannot prepare the report in said period of time, the tendured teacher and superintendent shall be so notified prior to the end of such period. The hearing panel may then take an additional ten (10) days, not to exceed forty (40) days from the time the hearing judge was chosen. An additional fifteen (15) days may be taken, if necessary. The maximum time allowed is fifty-five (55) days.

13. The hearing judge shall forward the record of hearing upon submission of this written report no later than ten (10) days to the office of the State Board of Education.

14. The hearing judge will total the expenses of the hearing panel, excluding attorney fees, divide them equally, and send statements to each party, which are to be paid within thirty (30) days from receipt of statement. A copy of the expense statements and any other papers pertaining to the hearing shall be transmitted to the State Board office to be filed in the permanent record as soon as possible.

15. If, within the ten-day period, the probationary teacher notifies the clerk of the board of his/her desire to have a due process hearing on his/her dismissal or nonreemployment conducted by such board, the board shall, as soon as possible, hold a hearing. The probationary teacher shall be afforded all such procedural due process rights as are guaranteed by the Oklahoma and United States Constitutions. At the conclusion of the hearing, the local board of education shall render a final and nonappealable decision. (Probationary teacher is entitled to be given reasons or findings upon which board of education decides not to employ her - Supreme Court Decision 648 P. 2d 26).

WRITING MINUTES

INTRODUCTION

It is the hope of the State Board of Education that this handbook will serve as a guide for administrators, local board presidents, clerks and secretaries in recording board meetings. This is a compilation of information gleaned from reference books listed in the bibliography and includes examples of various components of board minutes, shown in the appendixes, and is offered as information and suggested methods to assist the "writer of minutes."

Minutes are the history and permanent record of each school's administrative actions and decisions. Minutes are invaluable for reference; the courts give them great weight as evidence. They serve as an instrument of information, verification and documentation of employment records, as well as evidence for teacher hearing proceedings. Auditors depend on them for proof of authorization for important expenditures. The standards set by boards of education for writing minutes vary a great deal. Generally, minutes are brief, but they should contain a complete record of the proceedings of the Board meeting from the beginning to the end. A recent article included in Appendix A, p. 33, confirms these statements.

The elected clerk, working under the direction of the board of education, is responsible for taking notes, reading the minutes to the board, recording any corrections and certifying the minutes by his/her signature, even though, a secretary is hired to perform these duties. The clerk cannot delegate his/her statutory duties.

The importance of good board minutes is substantiated by the fact that the statutes require "keeping an accurate account of the proceedings of the board" as one of the designated duties of the clerk. Good board minutes are a valuable aid to school administrations in researching past actions and policies of the boards of education. Inasmuch as minutes are the official record, accuracy is essential. Those who write minutes have an important responsibility so, hopefully, the information included herein will instill a sense of pride in the elected position, as well as make the duty more enjoyable.

I. BOARD OF EDUCATION MEETINGS

Types of Meetings

The Oklahoma Open Meeting Act of 1977 (1982 School Laws, Secs. 429-442) details the types of meetings, procedures for advanced meeting notices, and posting of meeting notices and agendas.

There are regular, special, emergency and continued or reconvened meetings. A special meeting is a meeting not regularly scheduled but held for a specific purpose and no other business can be conducted at that meeting. It is not an executive session. The minutes of a special meeting should include the notice of meeting issued and should be approved at the next regular meeting. Continued or reconvened meetings are frequently called "adjourned" meetings—adjourned to meet at a later date and time and "only matters appearing on the original agenda may be considered." (AGO July 10, 1981).

Hearings may be a part of the regular board agenda or a special meeting and notices must be posted in accordance with the Open Meeting Law.

Importance of Planning Ahead

Ultimate responsibility for planning and conducting board meetings belongs to the board members themselves, of course, many school boards recognize that the actual work of developing agendas and comprehensive preparation processes for board meetings is a task best delegated to the superintendent.

The clerk and/or secretary of a board of education will soon find that they are working on a monthly cycle. Depending upon the size of the board and the length of the agenda, it normally takes one week or two to get the minutes typed into final form and mailed to the members, if that is the approved procedure, then it takes one week or two to prepare for the next board meeting. With this in mind, it is advisable for the clerk/secretary/superintendent/board president to establish a schedule or school board calendar with specific time lines from which to execute each phase of the monthly routine, thus assuring prior preparation.

A school board calendar establishes a month-by-month calendar of predictable school board business. It would, in a sense, be a long-range agenda. It would ensure that important yearly transactions—renewing maintenance contracts, awarding fuel bids, and so on—are not lost in the day-to-day shuffle.

Proper preparation helps the presiding officer to control and expedite the meeting. Each person who presents business to the Board for action should be prepared so that he/she can briefly, but thoroughly, state their recommendations. The reports should be well prepared and concise. The president should control the discussion so that business can be completed and the meeting adjourned at the earliest possible time.

Productive Board Meetings

Efficient school board meetings are their own reward. They encourage constructive community participation in school affairs, enhance press relations, and reduce the chance of misunderstanding between school leaders and school employees. For board meetings to achieve their maximum potential, they must be held at the same time every month. They also must be preceded by meticulous long- and short-range planning.

Public Participation

There is an effort among schools and communities to work more closely together. Efficient, informative and productive school board meetings could be the "tie that binds."

II. THE CLERKS'/SECRETARIES' DUTIES

PRIOR TO THE MEETING

Tentative Agenda.—Using the school board calendar, the president and superintendent can plan specific items that need to be on the agenda. The result: a tentative agenda for the board meeting. Copies of the tentative agenda may be sent to local newspapers upon request (see Appendix B, pp. 37-38). The finalized agenda is posted (see Appendix B, pp. 39-41).

Advance Notices and Posting of Agendas.—The clerk/secretary of the board should send advance notices showing date, time and place of the meeting, as well as post a meeting notice and agenda, in accordance with the Open Meeting Law (See Appendix C, page 45).

Agenda Packet.—Once the tentative agenda is completed, an agenda packet can be assembled. Each agenda item must have supporting materials. Mail each board member a packet at least one week prior to the board meeting. If it is possible an agenda packet could be furnished to members of the audience, of course, with less details. A copy of the agenda should be available for everyone if packets are not distributed.

When people are given copies of the agenda and related information, they are less likely to feel alienated and uninformed about board meeting procedures and are less likely to report inaccurate information about the board's discussions and actions.

Preparing the Agenda.—Agenda, the Latin plural of "agendum," is usually considered singular; with an English plural "agendas." An agenda, or "order of business," is an outline of meeting items. It may or may not be used at informal board meetings; however, an agenda is required for formal meetings. The function of an agenda for a meeting of a public body is to provide the public with a factual explanation of matters to be taken up at the meeting (AGO March 23, 1982). All matters to be discussed at a meeting of a public body must be listed on the agenda for the meeting, including a proposal for an executive session (AGO April 12, 1982). An agenda must be worded in plain language that is simple, direct and comprehensive to a person of ordinary education and intelligence.

Start the preparation of the agenda two weeks prior to the meeting by consulting every person who may be giving a report and who may wish to be placed on the agenda. (See "Placing Items on the Agenda" on p. 6.) Then

after a conference with the president and/or superintendent, prepare the agenda from the adopted procedure of the board of education.

The order of business for an agenda may include:

Call to order and Roll Call
Reading and Approval of Minutes
Public Participation/Hearings (this item could be at the end)
Approval of Claims
Reports of Officers and Committees
Reports of Special Committees
Unfinished Business and General Orders
New Business
Superintendent's Report
Announcements
Staff and Student Recognition
Adjournment

The president, clerk and secretary should be familiar with the order of business in advance of the meeting.

Placing Items On the Agenda.—Each school district should have a written policy and/or procedure for placing items on the agenda and for allowing public participation. Patrons/parents should be knowledgeable of the method for requesting to appear before the board.

Preparing Agenda Books or Packets.—There are many advantages to having an agenda book or pocket file for each board member at his/her designated place. This is especially important when there is a long agenda and a need for having materials organized.

A three-ring notebook binder is excellent for this purpose when using index tabs naming each item. The materials for that item are then laid behind the proper tab which has been punched for the binder. It is more convenient to leave pages of materials unpunched and loose so that board members can take any materials they wish. A copy of the agenda is laid in the front of the book, unpunched, so that it can be laid to the side as each member works through the agenda.

When notebooks are used, it is proper to request that the notebooks be left on the table for use at the next meeting. Names may be made and materials copied for the agenda books prior to the meeting, of course, after

the agenda has been finalized. (If any item comes in after the agenda has been posted it is handled as New Business.) The same tabbing procedure should be used in preparing folders.

Another method might be to use a (Smead's) Drop Front Pocket File (letter or legal size) by placing index tabs for proper placement of materials, or the materials can be put into the folders in the order as they appear on the agenda without the index tabs.

Room- and Seating-Arrangements.—The meeting room should be arranged ahead of time. The secretary should have on file a diagram of a permanent seating arrangement of the board members in the event of his/her absence. Having the members sit in the same place each time aids and expedites the secretary's preparation.

Materials and Equipment Readied.—Agenda books and/or packets (note pads and pens are optional) with all necessary materials are prepared and placed on the table before the meeting begins. Don't forget ashtrays, if smoking is allowed. All equipment such as tape recorders, overhead projectors, screens, etc. should be checked and in working order.

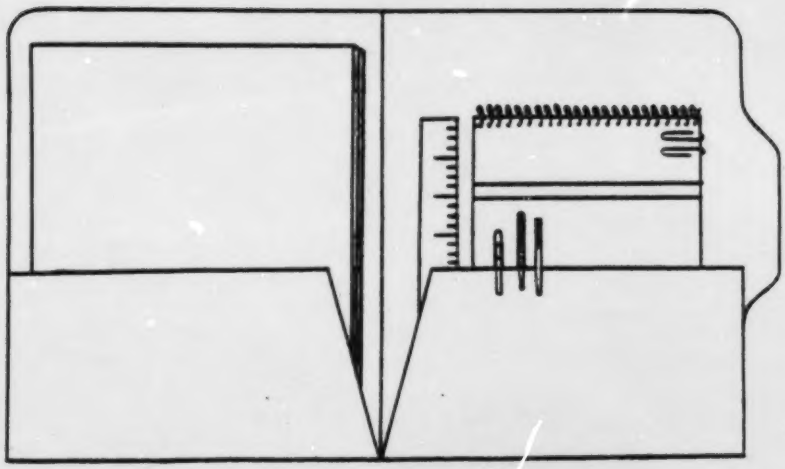
Preparing to Take Minutes.—Note-taking can be done in shorthand and/or longhand. Notes are taken "in depth," but minutes are written in summary. Items should be numbered in notes to correspond with agenda item numbers.

Using a tape recorder is the most "in depth" way notes can be recorded. Recording machines are of great value and are used more and more to supplement manual note-taking when verbatim minutes are required. Verbatim records are necessary when the board is proposing, developing, and adopting resolutions or motions; the specific language used is significant and should be reported in full. Verbatim reporting is important for discussions of board election results; acquisition of property; staff evaluations, terminations, or certifications; and for board deliberations concerning potentially controversial actions, such as setting school system goals, establishing rules, endorsing or condemning actions by personnel and offering condolences or commendations to personnel.

Cameras and tape recorders may not be barred from meetings of public bodies (AGO April 16, 1981). Generally, ideas and discussions should not appear verbatim in minutes, but they are important enough to keep on file. If tape recorders are used, a file of the tapes should be kept and they are made a part of the permanent record of the board meetings. Board members should refrain from saying "off the record" comments during the meeting. Notes must be taken impartially and objectively.

Preparedness for complete note-taking is essential. Shown on the following page is a dictation folder that can be assembled easily.

Dictation Folder



related letters and reports
minutes
correspondence

pens, stenographic notebook
paper clips, pencils, ruler,
elastic band

Closing the Meeting.—Diligent preparations should produce a smooth organized meeting without sacrificing participation by the audience. The meeting could close on a high note by planning special presentations by staff members and students: The superintendent reads a report (also included in the agenda packets) of the outstanding achievements of students and staff members in the previous month. Presentations follow the report. A biology teacher, for example, might display slides of his/her classes' environmental education trip; a first grader might show his media fair project on optical illusions.

Scheduling the superintendent's report and the presentations as the final agenda item serves an important public relations function: your meeting ends on a positive note. Regardless of the discussions or debates earlier in the evening, you'll reinforce a positive image of the schools, and you'll remind everyone at the meeting why he is there.

Refreshments.—If coffee and/or refreshments are served, prepare early and have cups, napkins, sugar, cream, etc. located in a place in the room where the serving will not interfere with the meeting.

Last Minute Preparations.—The clerk and/or secretary should arrive early at the meeting and should organize the area in which minutes will be taken.

A good clerk/secretary will confer with the presiding officer about what materials he/she will need at the meeting and provide them. These items might include: minute books, copy of the bylaws, copy of the membership and committee lists, extra copies of the agenda, copy of previous month's minutes, reference book on parlimentary law, school law book and a board member list to record absences and roll call votes.

The secretary should sit in a location where every word can be heard and picked up by the tape recorder, in which case a good supply of tapes (cassettes) should be at hand. If, for some reason, the secretary is unable to hear, the president should, upon request, have that portion repeated.

Media Table Provided.—If the media regularly attends board meetings, it would be very appropriate to have a table for them with agenda packets. Having a copy of the materials saves time for those who might be questioned about items later.

DURING THE MEETING

Registering Participants and Guests.—The secretary is responsible for registering everyone who attends the meeting. The secretary may then give the president a list of the guests in the event he/she desires to introduce and welcome them.

Reading and Correcting Minutes.—The clerk/secretary reads the minutes of the previous meeting when called upon by the president, at the proper place in the order of business. The reading of the minutes may be postponed or dispensed with for the current meeting by a motion to this effect.

When corrections to the minutes are suggested, they are often approved in the same motion as the minutes by saying, "The minutes are approved as corrected." The corrections can also be adopted in a separate motion. Sometimes it may be necessary to take a vote to decide whether the correction should be made. The secretary may make minor corrections in black ink immediately and initial each one.

Any substantial correction is made as an appendix to the minutes that are being corrected. Minutes should never be rewritten after they have been read. They should stand as corrected.

The corrections, if not too lengthy, should be cited in the minutes (see example on the following page); otherwise, a reference to the appended correction is inserted in red ink at the place to which the correction applies. If an error in the minutes is discovered at a later time, the error may be corrected by the board regardless of the lapse of time, by moving to amend and taking a vote. The correction and final approval of the minutes are the duty of the board of education.

Example:

APPROVAL OF MINUTES OF PREVIOUS MEETING

*On motion of Mr. McClung, seconded by Mr. Foster, the minutes of the meeting held on October 12, 1982, were approved with the following correction: Page 3, first full paragraph, during budget discussion, following the statement, "Mrs. Huseman suggested that Dr. McDaniel give the Board options as to how cuts could be made," add: "Mrs. Huseman expressed her concern over the deletion of funds for the comprehensive planning grants because she was concerned that the Board would be unable to provide grants for other systems to become involved in this effort."**

Recording the Motions and Votes.—The clerk/secretary records names of those who "move" and "second" the motions, including all amendments to motions and every action that the board does or does not take. The votes are recorded according to Open Meeting Law which states, "in all meetings of public bodies, the vote of each member must be publicly cast and recorded." In other words, each member must answer to a roll call vote and the vote of each member may be shown individually in the minutes. Section 433, School Laws, cites this instance: "Public announcement in presence of board members that vote of board of education was 5-0 in favor of non-renewal of teacher's contract satisfied statutory requirement that vote of each member be publicly cast."

Signing the Minutes.—Before the board approves the minutes, they are merely the clerk's record. When the minutes have been approved, the clerk signs his name and the date. The president shall also sign the minutes. This act certifies the minutes and they become official minutes of the board. An employee may prepare the minutes under the direction of the clerk but cannot sign them.

FOLLOWING THE MEETING

Following Up After Meeting.—Obtain copies, immediately, of all papers read or discussed at the meeting that were not available prior to the meeting. This is especially important if working from someone else's notes.

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*Additions to minutes are designated by underlining the words.

The follow-up duties after a meeting entails removing surplus meeting-related materials, collecting food service items, returning equipment, and leaving the room arranged in the manner in which it was found. The clerk/secretary should make notations on a desk calendar of further meeting dates, reports, appointments, and other meeting-related information. Board actions requiring follow up, such as letters, notifying persons, etc. should be tended to promptly.

Summary Account.—In larger school districts it is commendable to prepare a short summary of board actions to distribute to the press and to the school employees the next morning. This is one of the most effective public relations tools.

III. WRITING THE MINUTES

Board minutes should be written as soon as possible after the board meeting, in a private place with few interruptions, especially if the proceedings were not tape recorded. The first writing of the minutes should be a draft to be thoroughly proofread and corrected by the appropriate persons before the final typing.

Minutes must be consistent with board policies and procedures which should designate who takes the minutes and where the official copies are to be kept. Here in Oklahoma, policies are mandated by the Open Meeting Law:

> proceedings of a public body shall be kept by a person so designated by such public body in the form of written minutes which shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered by the public body, and all actions taken by such public body. The minutes of each meeting shall reflect the manner and time of notice required by the Act.

Appendix D, pages 49-50, shows examples of compliance statements that must be stated in the minutes, according to the type of meeting held. These statements include everything that is required by law and it is recommended that they, or a similar certification, be used.

Format

The format of the minutes is usually determined by the methods previously used by the school district's board of education. Since the style in which minutes are recorded varies greatly, sample minutes are given in Appendix E, pages 53-73, showing various format styles:

a. Narrative style with left-margin headings
b. Narrative style with right-margin headings
c. Narrative style without headings
d. Capitalized side headings
e. Centered headings

Whether the minutes are written in narrative or outline format, they are more easily read if adequate space is left between items and headings are used.

Methods

With today's educational technology many methods for writing minutes are available. Department statistics show that there are 1,500 micro-computers in the Oklahoma school classrooms presently. Due to rising costs of traditional practices of handling paper and paper-based communications and the advent of new technology, it is time to overcome and remedy paperwork mania and time-wasting methods. However, technology is only a tool, the value is in the PEOPLE who use it.

According to a book, The Micro Millennium by Christopher Evans (See Bibliography), we have just gone through the first era of technology. The computer revolution began in 1975 and the first era lasted through 1982. Mr. Evans predicts that during the next seven to eight years computers will have their most important social effects. After that we will move entirely out of the era of industrialization and into a radically different world.

So if a computer or word processor is accessible, the minutes should be produced by that method. Reports and budgets can be produced ahead of the meeting time and put in the minutes at the proper place. Also, if the reports, tables, lists, etc., are already printed, it is proper to "paste up" those portions into the minutes. Offset printing made this method acceptable many years ago.

Of course, the typewriter is still with us, but many are becoming obsolete and some are becoming more sophisticated. The latest commercials on TV show an electronic typewriter with the caption "Type Smarter - the Gap between the Typewriter and the Word Processor."

Actual Wording

The wording of the minutes should be factual, brief, and devoid of editorial opinion and comments. They are the record of the meeting in the order in which they were presented. They must record all the actions taken; who is to carry it out; who presented reports, and what business is left unfinished or pending. Main motions, proclamations and resolutions are included verbatim (see Appendix F, page 77, for an example of a Resolution and a Proclamation). "Respectfully submitted" is no longer used before signatures on minutes but is still used on reports. Identification of papers may be made by using numbers and dates.

Minutes of special and emergency meetings should state the purpose and reflect the manner and time of notice. The body of minutes of all

meetings should contain a separate paragraph for each subject matter. Important words may be underlined for emphasis and convenience when indexing later on.

The citing of motions and votes may be done in various ways. The name of the "mover" and "seconder" is recorded, as well as the verbatim words of the motion. Since Oklahoma has the Open Meeting Law, the roll call vote is necessary and can be recorded in the narrative form similar to this:

Upon a motion by Mr. Carleton, seconded by Dr. Wright, the above school was granted a waiver from the CPR requirement for the school year 1982-83. The votes were cast as follows: Mr. Carleton, yes; Mrs. Johnson, yes; Mr. Sanders, yes; Dr. Wright, yes; Mr. Shackelford, yes; and Mr. Collins, yes.

OR one might use the following listing:

The Chairman called for a roll call vote on the election of Chairman.

Mrs. Johnston - yes
Dr. Bailey - yes
Mr. Copeland - yes
Mrs. Monroe - yes
Mr. Witkowsky - yes
Mr. Muirheid - yes
Mrs. Bergan - yes
Dr. Goodwin - yes

Mr. Witkowsky was elected Chairman of the Board.

The arrangement of the typed minutes should closely parallel the agenda or order of business. The important matters: main motions, resolutions, votes and decisions should be arranged so that they are instantly discerned which usually necessitates adequate spacing and headings. Shown here are samples of the various components contained in minutes.

Headings

A heading containing the name of the school system, place of meeting, type of meeting, and the date is vitally important to good minutes.

Meeting Identification

Name of board of education
Kind of meeting: regular, special, emergency, continued or reconvened
Date, hour and place at which the meeting was called to order
Names of president and board members present
Name of presiding officer, if president is absent
Name of secretary/clerk
Explanation of how minutes of previous meeting were handled: approved, amended, rejected
Manner and time the notice of meeting was posted
Copy of the notice, if a special or emergency meeting
Compliance Statement

An example of a first paragraph for regular meeting would be:

> *The State Board of Education met in regular session on Thursday, January 24, 1983, at 9:30 a.m. The Board met in Room 1-68, Oliver Hodge Memorial Education Building, Oklahoma City, Oklahoma. The meeting was called to order by Dr. Leslie Fisher, President. The agenda and meeting notice were posted at 9:00 a.m., Wednesday, January 23, 1983, in accordance with 25 O.S. 1982, Sec. 311.*

An example of a first paragraph for special meeting would be:

(The same as above except state the purpose of the meeting and refer to the location in the minutes of the Notice of Meeting which must be included.)

Approval of Minutes

An example for writing "Approval of Minutes" is:

> *On motion by Mr. Sanders, seconded by Mrs. Johnson the minutes of the December 20, 1982, regular meeting were approved as printed* The motion carried with six affirmative votes as follows: Mr. Carleton, yes; Mrs. Johnson, yes; Mr. Sanders, yes; Dr. Wright, yes; Mr. Shackelford, yes; and Mr. Collins, yes.*

---

*The State Board of Education minutes are not read at the meeting, but are mailed to the Board members prior to the meeting.

Attendance Information

List of members present and absent; state exact time of late arrivals and those leaving early.

List of special guests, guest speakers, and list of the public, if space allows. (The list of public attendance may be added, if desired, at the end of the minutes.)

Example:

The following were present:

Dr. Leslie Fisher, President and
State Superintendent of Public Instruction
Mr. Lloyd Graham, Deputy State Superintendent
Mrs. Winona Wattengel, Chief Executive Secretary
Ms. Sue Lynn Brockman, Administrative Assistant

Euland L. "Red" Collins, Member
(Arrived at 9:40 a.m.)
Harry Shackelford, Member
Seay Sanders, Member
C. B. Wright, Member
Barbara Johnson, Member
R. E. Carleton, Member
Excused at 10:45 a.m.)

In Attendance from the Department:

Pat Odell, Stan Cobb, S. H. McDonald, Judy Leach, Leo Lau, Tommy Hodges, Iris Bruce and Violet Keef.

Others Present:

Mr. and Mrs. David Stewart, Moore, Oklahoma (Nephew of Barbara Johnson, Member)

Text of the Minutes

Inasmuch as the text of the minutes is the record, it is good to know what a record is. The Archives and Records Division of the Oklahoma Department of Libraries defines a record as:

> . . .any document, book, paper, photograph, sound recording, microfilm, or other material, regardless of physical form or characteristic, made or received pursuant to law or ordinance or in connection with the transaction of official business (67 O.S. 1981, Sec. 203-a).

Therefore, every item that is on the agenda must be accounted for in the text of the minutes by recording the following:

Record of approval of minutes and state where located.
Record of all motions or resolutions, whether adopted or not with the names of the "mover" and "seconder" and how each was disposed of.
Record of appearance of visitors and special guests.
Record of each report with the name of person making presentation, the action taken and reference to the file where report may be found. If brief, the report may be included in the minutes or summarized and file reference made.
Statements of business should be specific.
Letters read should be identified or summarized briefly and record action, if any.
List of all claims, purchase orders, warrants, etc., presented, adopted and state where located.
Record of all business transactions and disposition of same, including unfinished and new business.
Record of all presentations for information only.

Closing the Meeting

Record motion to adjourn
Record the hour of adjournment

Example:

A D J O U R N M E N T

There being no further business, the State Board of Education adjourned at 10:25 a.m. The next regular Board meeting will be:

Thursday, March 22, 1982 9:30 a.m. Hodge Building
2500 N. Lincoln
Oklahoma City

Winona Wettengel, Secretary *Leslie R. Fisher, President*

Minutes for Negotiations Meetings

Minutes of negotiations meetings often assume rigid ritualistic structure. All negotiators have awareness of their responsibilities to their constituents and must demonstrate their devotion to their roll. It is only fair to record such pronouncements in the minutes, but it is not necessary to record these verbatim.

These minutes should include the following:

1. Time, date, place of meeting, and parties present.
2. An accurate statement of the issue under discussion.
3. A brief resume of each viewpoint expressed and the name of the speaker.
4. Failure of agreement items and specific postponement dates for further discussion.
5. An exact statement of agreement. It is good to key agreements in the format so that they can be spotted quickly by someone scanning a whole year's set of minutes.
6. Date, time, and place of next meeting.
7. Signature of both chief negotiators attesting to the validity of minutes. These should be obtained immediately after the meeting. Differences of opinion on the minutes should be resolved immediately, if possible.
8. The signature of the recorder.

In addition to the above information, a sample of minutes on negotiations meetings and mediation letters are given on page 193, Handbook of School Letters, by Knute Larson & James A. McGoldrick.

IV. TYPING THE MINUTES

Preparation for Typing Minutes

A little organizational forethought is needed before beginning actual typing of the minutes. Being well organized makes the task easier and saves time and effort—thus increasing one's productivity. The following items should be assembled:

A copy of the agenda
Attendance information; an absentee list; a roster
Previous minutes of the group or organization
Reference books on style and parliamentary procedure
Copies of reports and materials distributed at the meeting
Notes taken at the meeting with motions and resolutions
A current dictionary
A copy of the constitution and/or bylaws of the organization
Official printed stationary and continuation sheets
Other data pertinent to the minutes

Before starting to type the minutes, all details should be carefully checked: the spelling of names, the correct use of titles, and other items.

The minutes (permanent copy) should be typed on good quality paper—no less than 28 lb. rag content bond paper or linen paper for durability—so that both sides of a page can be printed without "show-through." Sixteen- or 20-lb. bond letter- or legal-size paper may be used for printing copies that are distributed. It must be said that this may not always be true. The Federal Archives and Records has mandated that the United States District Court offices change to lettersize paper instead of legal-size. Because of its uniformity it can be handled with less bulk and it is easier to recover. The district court clerk says this is the trend and he thinks all state courts sooner or later are going to require letter-size paper. Also, Archivists say that space is running out for storing paper so more computers are accumulating and storing minutes which may be stored in tape banks. Another age is upon us! However, microfilming is a good storage method for permanency.

Draft Approved

Never type minutes for the permanent record without first typing a draft, especially if handwritten. The first draft, if written and typed by a secretary, should be approved by the clerk and president/superintendent before typing

the final copy for the minute book and before the next Board meeting. In this age of technology, it is almost nedless to say that large erasures should never appear in the permanent minute book.

Suggested Rules in Typing Minutes

1. Capitalize and center the heading designating the meeting.
2. Capitalize all proper names: Board, Directors, Company, Committee, etc., and of officers' titles, as President, Chairman, Secretary, Treasurer. Be consistent.
3. Capitalize all letters in the words WHEREAS and RESOLVED in resolutions.
4. Indent names of those present or absent 5 spaces, if listed in a column.
5. Indent resolutions 15 spaces on the first line and 10 spaces in the single-spaced paragraph in the text of documents.
6. Triple space between each item in order of business on agenda.
7. Double space between each paragraph of single-spaced text.
8. Leave an inch and one-half on left margin for binding.
9. Sums of money in resolutions should be written in words with figures in parenthesis.
10. Number each page at the bottom in the center of the page.
11. Accuracy is essential.
12. Single-space the text paragraphs for the sake of saving space.

Minutes To Be Published

When minutes are to be published, they should contain, a list of speakers on each side of every question with their actions clearly stated. Reports of committees should be printed exactly as submitted, the minutes showing what action was taken by the Board.

Copies of the typewritten draft or summary of the minutes may be submitted to newspapers to fulfill the requirements of Sec. 664, School Laws, which says:

> It shall be the mandatory duty of the clerk of the board of each school district and the clerk of the governing body of each city and town to furnish the tentative minutes of every regular and/or special meeting of such school boards and municipal governing bodies to legal newspapers requesting the same in writing, provided any such newspaper must be located in the same county as all or a part of the school district or municipality to which such request is made.
>
> Provided further, that such minutes shall be furnished within five (5) days after all such regular and/or special meetings to eligible

newspapers requesting the same and that any such written request shall be effective and said minutes shall be furnished in compliance therewith for current calendar year or remaining portion thereof unless a shorter period shall be specified in said request.

According to an Attorney General's Opinion on April 12, 1972, "payment of cost of making copies of minutes for newspapers is matter of agreement between the parties."

V. DISPOSITION OF BOARD MINUTES

The Minutes Book

The permanent copy of the official, approved minutes should be entered in a suitable record book and kept in a safe place. If a loose-leaf book is used, the minutes should be bound at the end of the year. An index to each year's or each book's minutes by subject, date, and page is a necessity. It is also important to keep a copy of the charter, bylaws, rules, policies, and procedures of the Board as a permanent record with the minutes.

The clerk is the official custodian of the minutes and the minutes of each meeting shall be open to public inspection . . . . (Sec. 440, 1982 School Laws).

Indexing

If the minutes are lengthy, there is a need for an index for easy reference. If minutes are accumulated in a loose-leaf binder to be bound later, an index is essential at the front or back of the book. Indexing can be simplified by underlining key subjects or words at the time the minutes are written. Examples of indexes are shown in Appendix G, pp. 81-82.

Distribution

The secretary should keep a current list of persons and their addresses who regularly receive copies of the minutes. They should be mailed or delivered according to the Board's accepted procedure.

Filing and Preserving

Filed reports and documents from the Board meetings should bear the name of the Board, date of the meeting, what action taken, and signature of the secretary. A rubber stamp made to specifications can be very helpful, as shown on next page. Also, a good filing system will expedite locating records designated as being "on file," which are all those items not included in the text of the minutes—the supporting materials.

Example:

FILE COPY
Approved By:
State Board of Education
Date:_____

Since board minutes are permanent, they should be placed in a safe place, preferably in a fireproof vault. A safeguard would be to have a copy of the official, approved minutes filed or placed in a separate, safe place. A schedule of suggested retention periods for common types of business records is included for your information (see Appendix H, p. 85).

GLOSSARY OF PARLIAMENTARY TERMS

ABSTENTION. *To abstain from voting in a question of direct interest.*

ADOPT. *To Approve by vote and give effect to a motion or a report.*

AGENDA. *The official list of items of business planned for consideration during a meeting or convention.*

ADJOURN. *To officially terminate a meeting.*

ADJOURNED MEETING. *A meeting that is a continuation at a later specified time of an earlier regular or special meeting. The continuation is legally a part of the same meeting.*

APPROVAL OF MINUTES. *Formal acceptance, by vote of the members or by unanimous consent, of the secretary's record of a meeting, thus making the record the official minutes of the organization.*

BYLAWS. *The set of rules adopted by an organization defining its structure and governing its functions.*

CHAIR. *The presiding officer or chairman of a deliberative body.*

CONTINUED MEETING. *A meeting which is assembled for the purpose of finishing business appearing on an agenda of a previous meeting. For the purposes of this act, only matters on the agenda of the previous meeting at which the announcement of the continuance is made may be discussed at a continued meeting.*

CONVENE. *To open a meeting or convention, usually a large and formal one.*

EMERGENCY MEETING. *Any meeting called for the purpose of dealing with an emergency. For purposes of this act, an emergency is defined as a situation involving injury to persons or injury and damage to public or personal property or immediate financial loss when the time requirements for public notice of a special meeting should make such procedure impractical and increase the likelihood of injury or damage or immediate financial loss.*

EX-OFFICIO MEMBER. *One who is a member of a committee or board by reason of holding another office; a treasurer is often an ex-officio member of the finance committee.*

EXECUTIVE SESSION. *A term used by committees of the United States Senate to mean a meeting with representatives of the executive branch of government to transact executive business that is not to be tranacted publicly. Commonly used to mean any meeting of a committee or organization which only members may attend unless others are requested by the body to attend.*

HEARING. *A meeting of an authorized group for the purpose of listening to the views of members or others on a particular subject.*

MAJORITY. *A number that is more than half of any given total.*

MAJORITY RULE. *Rule by decision of the majority of those who actually vote, regardless of whether a majority of those entitled to vote do so.*

MAJORITY VOTE. *More than half of the number of legal votes cast for a particular motion or candidate, unless a different basis for determining the majority is required.*

MEETING. *An official assembly of the members of an organization during which there is no separation of the members except for a recess, and which continues until adjournment.*

MINUTES. *The legal record of the actions of a deliberative body that has been approved by vote of the body. An official record of proceedings at the meeting of an organization. They should contain mainly a record of what was done at the meeting, not what was said by the members. The minutes should never reflect the secretary's opinion, favorable or otherwise, on anything said or done.*

MOTION. *A proposal submitted to a public body for its consideration and decision; it is introduced by the words, "I move . . ."*

NEW BUSINESS. *Any matter not known about or which could not have been reasonably foreseen prior to the time of posting.*

PARLIAMENTARY AUTHORITY. *The code of procedure adopted by an organization as its parliamentary guide and governing in all parliamentary situations not otherwise provided for in the charter or bylaws.*

PUBLIC BODY. *The governing bodies . . . boards of public and higher education in the State of Oklahoma . . . supported in whole or in part by public funds or entrusted with the expending of public funds, or administering public property, and shall include all committees or subcommittees of any public body. It shall not mean the state judiciary or the State Legislature or administrative staffs of public bodies, including, but not limited to, faculty meetings and athletic staff meetings of institutions of higher education, when said staffs are not meeting with the public body.*

PUTTING THE QUESTION. *The statement, by the presiding officer, of a motion to the public body for the purpose of taking the vote on it.*

QUORUM. *The number of proportion of members that must be present at a meeting of an organization to enable it to act legally on business.*

RECONVENED MEETING. *A meeting which is assembled for the purpose of finishing business appearing on any agenda of a previous meeting. For the purposes of this act, only matters on the agenda of the previous meeting at which the announcement of the continuance is made may be discussed at a continued or reconvened meeting.*

REGULARLY SCHEDULED MEETING. *A meeting at which the regular business of the public body is conducted.*

RESOLUTION. *A formal motion, usually in writing, and introduced by the word "Resolved," that is presented to an assembly for decision.*

RULING. *Any pronouncement of the presiding officer that relates to the procedure of the public body.*

SECOND. *After a motion has been proposed, the statement "I second the motion" by another member who thus indicates his willingness to have the motion considered.*

SPECIAL MEETING. *Any meeting of a public body other than a regularly scheduled meeting or emergency meeting.*

STATUTE. *A law passed by a legislative body, as a statute of Congress.*

STATUTORY LAW. *Law that is enacted by legislative bodies.*

TABLE. *(Lay on the Table) An order of business may be postponed so that it may be considered at a more convenient time OR because debate has shown reasons for not making a decision until later. During the same session, the board may resume consideration of the matter, which has been laid on the table, by a motion and a second to "take from the table." In ordinary assemblies, the motion to "Lay on the Table," should not be used to kill a measure.*

TIE VOTE. *A vote in which the affirmative and negative votes are equal on a motion, or a vote in an election in which two or more candidates receive the same number of votes. A motion receiving a tie vote is lost, since a majority vote is required to take an action. Candidates receiving a tie vote may be voted on until one is elected or the assembly votes to break the tie in some other way.*

UNANIMOUS VOTE. *A vote without any dissenting vote. One adverse vote prevents a unanimous vote.*

UNFINISHED BUSINESS. *Any business that is postponed definitely to the next meeting or that was pending and interrupted by adjournment of the previous meeting.*

APPENDIX A

Article: "Help Your Schools Run Smoothly by Keeping Accurate Board Minutes"

Help your schools run smoothly by keeping accurate board minutes

By R.E. Everett

APPEARING AT a grievance hearing to defend the suspension—without pay—of a teacher who says you acted hastily *could* be a harrowing experience for any superintendent. You'll approach the situation with more aplomb, however, if board meeting minutes back you up. If the minutes show—in black and white—that your proposal to suspend the teacher without pay was approved by the board, in advance, you'll be better able to prove careful deliberation. As a former superintendent who lived through an experience like this, I'm convinced of the necessity of a good set of school board meeting minutes.

The importance of keeping complete, accurate minutes often is overlooked by school board members and superintendents. You should know, however, that preparing, approving, and maintaining a good set of board minutes is more than prudent: Most states *require* —through open meetings laws and other laws—that school systems keep such written records. This statement from the Utah School Code, for example, is typical of such legal requirements: "The clerk of each board of education shall attend all meetings of the [school] board . . . and shall keep an accurate journal of its proceedings."

Even if you're convinced of the importance of school records, paying a bit more attention to the content of your board meeting minutes will yield significant benefits: Complete records can enhance board credibility and provide board members and administrators with evidence should your decisions have to withstand criticism or even a court case.

Here's why: The minutes of a school board meeting are a board's record of accountability. And because they must be approved by the entire board, they are regarded in most cases as highly persuasive evidence of board actions and discussions. Although board minutes are not irrefutable, they generally are seen by courts as "fairly representing" the issues and events that take place at school board meetings. Why base a legal argument on oral testimony when your written board minutes—considered the board's official record—offer more concrete evidence?

In addition to legal uses, of course, a good set of board meeting minutes also can serve these other diverse functions: Minutes can be used by board members as a reference for board decision making; as a historical resource for researchers; as a means of keeping administrators, staff members, and the public informed of board actions; as documentation of compliance with state or federal laws and regulations; as statements of intent concerning board actions; and as a reminder of tasks still to be tackled.

Maintaining a set of accurate board minutes can keep you out of legal hot water and enhance school board credibility

If your board meeting minutes fall short of accomplishing these functions, you need to examine these eight "musts" for minutes: (1) Minutes must be accurate. (2) They must be complete enough to give those who didn't attend (as well as those who did) the gist of the meeting. (3) They must be well organized in format, content, and presentation. (4) They must be capable of being cross-referenced with your policy manual, board meeting agendas, and other documents and records. (5) They must be consistent with board policies and procedures and with state and federal laws. (6) They must be adopted by the board only after study and review. (7) They must be supported by a specific board policy. (8) They must contribute by their specificity to the overall confidence in and credibility of the board.

To accomplish these functions, all board meeting minutes should contain, *at minimum*, these six elements: (1) The name of your school system; (2) the type of meeting (regular, special, open, closed, and so forth); (3) the time, date, and place of the meeting; (4) the names of the presiding officer and the board members attending; (5) a list of all reports and motions presented, including whether they were tabled, passed, or defeated; and (6) an explanation of how minutes of the previous meeting were handled (approved, amended, rejected).

Recording these specifics is essential to avoid controversies later. If, for example, the superintendent proposes that the board consider having a dilapidated school building condemned and torn down—and the ensuing public uproar includes a charge that the issue never was discussed at a board meeting—you'll have a record of the motion and its passage; the record also will show that the minutes for that meeting

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were reviewed and approved by the board. Noting the date and the type of meeting helps defend the board against charges it did not give the public sufficient notice of a specific meeting.

Beyond the six essential elements, what you include in your minutes naturally will depend on the type of meeting, the specific agenda items, and—most important—your board secretary's approach to keeping records.

The person you select to keep the board meeting minutes will determine to a great extent the quality of your record keeping. You *could* appoint a board member to take down all board actions; this is done in many school systems. I recommend, however, that you consider asking a regular school employe—a business official, the school board clerk, or the superintendent's secretary—to do the job. The advantages of having someone other than a board member take the minutes are twofold: All board members will be free to concentrate their full attentions on the meetings, and all members will be able to participate in discussions without being hampered by incessant note taking. Also, chances are good that a board secretary will be scrupulously objective in reporting board discussions and actions; consequently, the secretary will be less susceptible than a board member to accusations of bias.

In training a board secretary, look at how minutes were kept in the past. But don't be a slave to tradition. Be open to the secretary's suggestions on better ways to (1) record debates and (2) distribute copies of minutes to interested parties.

The specifics of how your minutes are recorded—in narrative form, outline form, and so on—should be included in an official board policy that is cross-referenced to other board policies covering rules and procedures. The policy should specify who will take the minutes and whether the minute-keeper will be elected or appointed. (Your policy, of course, will state clearly the need for complete and accurate minutes.) It's also a good idea to include in the policy a statement of where minutes will be kept (preferably in a vault or a fireproof file cabinet in the board's or the superintendent's office) and a statement of how the public can gain access to minutes (through the superintendent's secretary or the board secretary).

Whether a verbatim account of a debate at a school board meeting appears in the minutes generally can be left to the board secretary's discretion (unless such records are required by law). You should, however, instruct the secretary to keep a verbatim record when the board is proposing, developing, and adopting resolutions or motions; the specific language used is significant and should be reported in full. Verbatim reporting also is important for discussions of board election results; acquisition of property; staff evaluations, terminations, or certifications; and for board deliberations concerning potentially controversial actions, such as setting school system goals, establishing rules, endorsing or condemning actions by personnel, and offering condolences or commendations to personnel.

Finally, keep these three tips in mind: (1) It usually is not necessary to mention in minutes motions that are withdrawn. (2) It's wise to record how *each* board member voted on touchy issues (school closings or changes in curriculum, for example). (3) Although it's not absolutely necessary, reporting motions that were defeated or that failed to gain support among the majority of board members ultimately will inspire a greater degree of trust in the board. Reason: Leaving out this information can give a false impression of how and why the board makes certain decisions.

The key to a good set of board minutes, of course, is to report the essence of board action with the greatest possible degree of impartiality and objectivity. After the board secretary has prepared a draft of the minutes, the board must review the draft, approve a final version, and make sure that copies are distributed to each board member and the superintendent. *Summaries* of school board action (not the minutes themselves) always should be drafted from the minutes and then be made available as soon as possible to school employes and the public.

Ultimately, the extent to which the minutes of your board meetings are considered complete, accurate—and honest—will depend on how carefully you follow the system laid out in your board policies. Be sure your policy is thorough. If you follow the basics I've outlined, you'll be on your way. ⊏

Six tips for improving your note-taking skills

Although the board secretary keeps *official* records of school board meeting events in the minutes, school board members ought to develop their own minutes-taking skills (for your own records and in case you're ever drafted to keep official minutes). Here's how:

- *Develop good listening skills.* Pay attention to key ideas, not just a speaker's words. Try to ignore distractions.
- *Prepare for the meeting.* Study the written agenda carefully and become familiar with all of the background information provided the board; note later which agenda items *aren't* discussed at the board meeting.
- *Take notes discriminately.* Write just enough to get the speaker's main points. Condense the discussions in your mind and develop your own system of shorthand—or use a tape recorder (with board approval) on important discussions.
- *Review and revise notes.* During a break in the meeting, get any additional facts or clarifications you need while other board members or administrators are still present.
- *Summarize the meeting.* After the meeting, write a synopsis to help you avoid taking notes in the future that contain irrelevant or repetitive information
- *Compare notes.* Compare your notes with those of other board members, and especially with the board secretary's rough minutes, to make sure you caught all essential discussions and agenda items.—R.I.I.

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APPENDIX B

Sample Agendas

OKLAHOMA STATE BOARD OF EDUCATION

Oliver Hodge Building • 2500 N. Lincoln Blvd. • Oklahoma City, Oklahoma 73105 • (405) 521-3308

LESLIE FISHER
State Superintendent
of Public Instruction
President of the Board

Members
E. L. COLLINS
Idabel

R.E. CARLETON
Purcell

BARBARA JOHNSON
Owasso

SEAY SANDERS
Midwest City

HARRY SHACKELFORD
Laverne

C. B. WRIGHT
Stroud

Executive Secretary
WINONA WETTENGEL

April 22, 1982

TO: Members of the Press and State Educational Organizations

FROM: Winona Wettengel, Executive Secretary

SUBJECT: Meeting Dates and Tentative Agenda for State Boards of Education

- -

PLEASE FEEL FREE TO NOTIFY OTHERS -

9:30 a.m., Wednesday, April 28, 1982, STATE BOARD OF VOCATIONAL-TECHNICAL EDUCATION, Room I-68, Oliver Hodge Memorial Education Building, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma

9:30 a.m., Thursday, April 29, 1982, STATE BOARD OF EDUCATION MEETING, Room I-68, Oliver Hodge Memorial Education Building, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma

STATE BOARD OF EDUCATION AGENDA - April 29, 1982

1. Call to Order - 9:30 a.m.

2. Approval of Minutes of March 25, 1982

INSTRUCTION DIVISION

3. Teacher Certification Section - Norman Dillard
   (a) Approval of Special Cases
   (b) Report of Teacher Certificates Issued

4. Teacher Education/Staff Development Section - Judy Leach
   Amendment to Teacher Certification Handbook regarding a change in Trade & Industrial Education Certificate Requirements -- TENTATIVE APPROVAL

FINANCE DIVISION - Murl Venard

   (a) Report of Alternate Accounting Systems Approved
   (b) Approval of Data Services, Inc. to perform Financial Accounting

6. Transportation and Annexation Section - Pat Odell
   (a) Report of Out-of-State Travel Requests and Vo-Tech Out-of-State Travel Requests -- (INFORMATION ONLY)
   (b) Dispensation of Oglesby D-14 School District

FEDERAL PROGRAMS

7. Compensatory Education Section - Raymond Willingham
   Rules and Regulations for Chapter 1 Education Consolidation Improvement Act (ECIA) -- HEARING: 9:45 a.m.

8. Chapter 2 ECIA - Leroy Ireton
   (a) State Plan (ECIA) for Chapter 2 -- HEARING: 10:00 a.m.
   (b) Guidelines, Application and Instruction for Chapter 2 -- HEARING: 10:05 a.m.

9. Federal Fiscal Services Section - Leo Lau
   Approval of Federal Financial Summary Report

10. Innovative Programs - Al Underwood
    Title IV-C Projects

11. Adult Basic Education Section - Johnny Howard
    Approval of State Plan for Adult Basic Education -- HEARING: 10:15 a.m.

ADMINISTRATION

12. Personnel Section
    Approval of SDE Changes

13. NEW BUSINESS

ADJOURNMENT

STATE BOARD OF EDUCATION

Oliver Hodge Education Building
2500 North Lincoln Blvd.
Oklahoma City, Oklahoma

AGENDA

December 15, 1982

1. Call to Order - 9:30 a.m.

2. Approval of Minutes of November 17, 1982

INSTRUCTION DIVISION

3. Teacher Certification Section - Norman Dillard
   (a) Report of Teacher Certificates Issued
   (b) Approval of Special Cases
   (c) Exceptions to Regulations (H.B. 1706) - John Folks

4. Teacher Education/Staff Development Section - Judy Leach
   (a) Approval of Revised Local Staff Development Plans
   (b) Legislative Report on the Entry-Year Assistance Program

5. Teacher Testing Section - Joe Bob Weaver
   (a) Discussion of October Test Results
   (b) Approval of Recommendation for Change In Policies and Procedures Handbook for House Bill 1706 . . . . . EMERGENCY ADOPTION

FINANCE DIVISION

6. Report of Alternate Accounting Systems Approved

7. Transportation and Annexation Section - Pat Odell
   (Report of Out-of-State Travel Requests (INFORMATION ONLY)

FEDERAL PROGRAMS DIVISION

8. Bilingual Education Section - Richard Hsieh
   Approval of Advisory Council for Bilingual Education

9. Human Relations Section - Mary Miles
   Amendments to A Guide to Policies and Procedures of the State Board of Education of Oklahoma - Civil Rights Policies (Title IV CRA) HEARING: 10:15 a.m.

10. School Plant Services Section - Bob Martin
    Approval of Mobile Classroom Guidelines . . . . . EMERGENCY ADOPTION

ADMINISTRATION

11. Personnel Section - Vi Keef
    (a) Approval of Personnel Changes
    (b) Approval of Revision of Personnel Policies

12. NEW BUSINESS

ADJOURNMENT

POSTED: 9:00 a.m., Tuesday, December 14, 1982

BY: Winona Wettengel
Winona Wettengel, Executive Secretary

Final Agenda #1

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CLAREMORE BOARD OF EDUCATION
100 West 4th
Claremore, Oklahoma

A G E N D A

TIME: 7:00 p.m. May 26, 1982

PLACE: Office of the Superintendent of Schools, 100 West 4th

I. Call to Order
Audience with Individuals and Groups

II. Approval of Minutes of Previous Meetings
1. Regularly Scheduled Meeting, April 5, 1982
2. Special Meeting, April 19, 1982

III. Financial and Budget Reports

IV. Superintendent's Reports

V. Unfinished Business
1. Park Department Proposal for Renovation of Tennis Court and Sharing of Facilities

VI. New Business
1. Personnel
   a. Resignations
   b. Hiring
2. Graduation Requirement Committee Recommendations
3. Length of Student Day for Claremore High School
4. Renewal of Agreement with ADPC for Bookkeeping Services
5. Oklahoma State School Boards Association, Inc., Membership Renewal
6. Authorization for Sponsor and State Officers to Attend FBLA Leadership Conference
7. Resolution Requesting 1982-83 Temporary Appropriation by Rogers County Excise Board
   a. Current Expense and Capital Outlay $1,634,250
   b. Interest $3,750
8. Staff Development Plan and Approval of New Members to Committee

VII. Other Matters That Could not be Reasonably Foreseen 48 Hours Prior to Meeting

VIII. Adjournment

POSTED:

Date and Time May 25, 1982 7:00 p.m.

Location: Outside Front Door to Superintendent's Office, 100 West 4th, Claremore, Oklahoma

By: Teresa Anderson

Issued in compliance with O.S. 25 301-314, and School Policies of Claremore City Schools, page 9, by Bill L. Salwaechter, Superintendent of Schools, Claremore, Oklahoma

Final Agenda #2

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SPECIAL MEETING

Stilwell Board of Education
Board Conference Room
New High School
October 16, 1982

AGENDA

Call to Order - 2:00 p.m.

Purpose of Meeting:

A. Board Adoption of Transfers

B. To Open and Award Bids on Construction of Vocational Agriculture Facility

C. Adjournment

POSTED: 1:00 p.m., October 14, 1982

In Compliance With Title 25 O.S. Supplement 1982, Sec. 311.

SIGNED: _____
Clerk of the Board

EMERGENCY MEETING

Plunkett Board of Education
Board Room
December 20, 1982

AGENDA

Call to Order - 4:00 p.m.

Purpose: Meeting called to get budget adopted. Due to illness of board member at last regular meeting and having to leave early a quorum was not present.

A. To Adopt Budget for 1982-83 School Year

B. Adjournment

NOTIFIED COUNTY CLERK 10:00 a.m., December 20, 1982

POSTED: 10:05 a.m., December 20, 1982

In Compliance With Title 25 O.S. Supplement 1982, Sec. 311.

SIGNED: _____
Clerk, Board of Education

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APPENDIX C

Advance Notices

NOTICE OF MEETING

(Special, Emergency, Cancelled, Continued, Reconvened or Rescheduled Regular Meeting)

TO BE FILED IN THE OFFICE OF COUNTY CLERK/SECRETARY OF STATE
RE: HB 1416 of 1st Regular Session of 36th Oklahoma Legislature (1977)

DATE: February 19, 1982

ADDRESS: STATE BOARD OF EDUCATION

Room 1-70, Oliver Hodge Education Bldg.

TELEPHONE: 521-3308

		DATE	TIME	PLACE
SPECIAL MEETING	(xx)	February 24, 1982	9:30 a.m.	Room 1-68 Oliver Hodge Building 2500 N. Lincoln Blvd. Oklahoma City, OK
EMERGENCY MEETING	( )			
CANCELLED MEETING	( )			
RECONVENED OR CONTINUED MEETING	( )			
RESCHEDULED REGULAR MEETING	( )			

REMARKS:

TO DISCUSS ALTERNATIVE SYSTEM OF DISTRIBUTION OF STATE AID

NAME OF PERSON REPORTING DATE Winona Wettengel

TITLE: Executive Secretary

SIGNATURE:

POSTED: 9:00 a.m., Friday, February 20, 1982

APPENDIX D

Sample Statements of Compliance

STATEMENTS OF COMPLIANCE

Open Meeting Law

Section 12 of the new open meeting law requires "The minutes of each meeting shall be open to public inspection *and shall reflect the manner and time of notice required by this act.*"

Accordingly, all school districts should by habit include a statement in the minutes showing compliance with the act. Following are some suggested forms that could be attached to the minutes:

REGULAR MEETING

STATE OF OKLAHOMA)
) SS:
COUNTY OF _____)

I, the undersigned Clerk of the Board of Education of _____ School District No. _____, of _____County, Oklahoma, do hereby certify that prior to December 15th of the last calendar year the date, time and place of this regular meeting was filed in the office of the County Clerk of _____County, Oklahoma.

I also certify that at least 24 hours prior to the meeting, excluding Saturdays, Sundays and Holidays, notice of the date, time, place and agenda of this meeting was posted in prominent public view at the location of the meeting.

Witness my hand and seal of this School District this _____ day of _____, 19_____

(School Seal)

_____
Clerk, Board of Education

RECONVENED MEETING

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)

I, the undersigned Clerk of the Board of Education of _____ School District No. _____, of _____County, Oklahoma, do hereby certify that notice of the date, time and place of this meeting was announced at the original meeting on the _____day of _____, 19_____, and that only matters appearing on the agenda of the original meeting were discussed at this reconvened meeting.

Witness my hand and seal of this School District this _____day of _____ _____, 19_____

(School Seal)

_____
Clerk, Board of Education

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SPECIAL MEETING

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)

I, the undersigned Clerk of the Board of Education of _____ School District No. _____ of _____County, Oklahoma, do hereby certify that notice of the date, time and place of this special meeting was given, at least 48 hours prior to this meeting, to the County Clerk of _____ _____County.

I also certify that at least 24 hours prior to the special meeting, excluding Saturdays, Sundays and Holidays, notice of the date, time, place and agenda of this meeting was posted in prominent public view at the location of the meeting.

Witness my hand and seal of this School District this _____day of _____ _____, 19_____

(School Seal)

_____
Clerk, Board of Education

EMERGENCY MEETING

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)

I, the undersigned Clerk of the Board of Education of _____ School District No. _____of _____County, Oklahoma, do hereby certify that this emergency meeting was called because of the following reason(s): _____
_____
_____

and that the time requirements of public notice of a special meeting would have increased the likelihood of personal injury, property damage or immediate financial loss for the school district.

I also certify that because of the emergency situation, under the existing circumstances the only advance public notice that could be given consisted of _____
_____

Witness my hand and seal of this School District this _____day of _____ _____, 19_____

(School Seal)

_____
Clerk, Board of Education

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APPENDIX E

Sample Minutes

DEER CREEK BOARD OF EDUCATION
Deer Creek Public Schools
Edmond, Oklahoma
May 3, 1982

MINUTES

ITEM	
CALL TO ORDER	The May 3, 1982 meeting of the Deer Creek Board of Education was called to order at 7:00 p.m. by President Bob Medley with members Jim Roberts, Ike Burress, Boyd Barclay, and Cheryl Dorrance present.
APPROVAL OF MINUTES	Mr. Burress made a motion to approve the minutes of the April 5, 1982, regular meeting. Mr. Barclay seconded the motion. VOTE: Aye - Burress, Barclay, Roberts, Dorrance, and Medley Nay - None
GUESTS PRESENT	Besides the members of the Board, the following people were present: Nellie Patterson, Dallas Adkins, Bryanne Hundley, John Hundley, Larry Lippel, Burt Canham, Joe Turrentine, Dennis Souza, Linda DeSpain, Betty Souza, Phil Wallace.
ENCUMBRANCES FOR APRIL	Mr. Burress made a motion to approve all encumbrances, general fund purchase orders 828-929 building fund purchase orders 167-185, 1981 bond fund purchase orders 37-41, and 1982 bond fund purchase orders 10-12. Mrs. Dorrance seconded the motion. VOTE: Aye - Burress, Dorrance, Roberts, Barclay, and Medley Nay - None
CHANGES IN SPECIFICATIONS	A motion was made by Mr. Barclay and seconded by Mrs. Dorrance that changes be approved in several mechanical, plumbing, electrical, and berm slope specifications that would save money or improve maintenance of the new high school, contingent upon review by the Deer Creek Water Board for changes in selected plumbing specifications. VOTE: Aye - Barclay, Dorrance, Roberts, Burress, and Medley Nay - None
POLICY IIBC/IIBD ADOPTED	A motion was made by Mrs. Dorrance and seconded by Mr. Burress that policy IIBC/IIBD on "Media Center Selections" be approved. VOTE: Aye - Dorrance, Burress, Roberts, Barclay, and Medley Nay - None
POLICY GCBD ADOPTED	A motion was made by Mr. Burress and seconded by Mr. Barclay that addition of "Professional Leave" to policy GCBD on "Staff Leaves and Absences" be approved. VOTE: Aye - Burress, Barclay, Roberts, Dorrance, and Medley Nay - None
APRIL PAYMENT TO CANAM	A motion was made by Mr. Roberts and seconded by Mr. Burress that the April payment for $106,838.00 to CANAM Construction Company be approved; this payment covered the concrete slab and most of the block walls. VOTE: Aye - Roberts, Burress, Dorrance, Barclay, and Medley

Sample a - Narrative style with left-margin headings, p. 1

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1982-83 SCHOOL CALENDAR CHANGE	A motion was made by Mr. Barclay and seconded by Mr. Roberts that January 25, 1983, Inservice Day be changed to Monday, January 24, 1983; this will be a school holiday for students and a three-day weekend. VOTE: Aye - Barclay, Roberts, Burress, Dorrance, and Medley Nay - None
SIXTY LYON LOCKERS PURCHASED	A motion was made by Mr. Roberts and seconded by Mr. Burress that sixty (60) Lyon steel mesh lockers be purchased for boy's and girl's basketball; additional football lockers will be purchased later. VOTE: Aye - Roberts, Burress, Barclay, Dorrance, and Medley Nay - None
DENNIS ADAMS EMPLOYED	A motion was made by Mrs. Dorrance and seconded by Mr. Roberts that Dennis Adams of Pawhuska be hired to teach physical education, to be head wrestling coach and assistant football coach. VOTE: Aye - Dorrance, Roberts, Burress, and Medley Abstained - Barclay
PATRICIA ADAMS EMPLOYED	A motion was made by Mr. Burress and seconded by Mrs. Dorrance that Patricia Adams be hired to teach Language Arts in middle school. VOTE: Aye - Burress, Dorrance, Roberts, Barclay, and Medley Nay - None
P.T.O. COMMENDED ON FARM TOUR	A motion was made by Mrs. Dorrance and seconded by Mr. Roberts that P.T.O. President Bobbie Lindsey, P.T.O. officers, P.T.O. members, and other workers be commended for planning, promoting and implementing the most successful Farm Tour in the district's history. VOTE: Aye - Dorrance, Roberts, Barclay, Burress, and Medley Nay - None
FURNITURE AND LAND-SCAPING FOR NEW HIGH SCHOOL	It was agreed that the $50,000.00 remaining from the $800,000.00 bond issue be spent to purchase furniture for the new high school and for landscaping the exterior of the new high school. Since the new high school may be completed in September or October, the furniture needs to be bought earlier than expected.
ADJOURNMENT	The meeting was adjourned at 11:45 p.m.

Bob Medley, President

Jim Roberts, Vice-President

Ike Burress, Clerk

Boyd Barclay, Member

Cheryl Dorrance, Member

Sample a - Narrative style with left-margin headings, p. 2

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MINUTES OF MEETING OF JUNE 7, 1982

THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 89 OF OKLAHOMA CITY, OKLAHOMA, MET IN A REGULAR MEETING IN THE BOARD ROOM, ADMINISTRATION BUILDING, 900 NORTH KLEIN, MONDAY, JUNE 7, 1982, AT 7:00 P.M.

PRESENT: Floyd Donwerth, President
Betty Hill, Vice President
Jean Brody, Member
Shirley Darrell, Member
Delbert Hamm, Member
Susan Hermes, Member
Hugh Long, Member

Others Present: Hugh B. Ginn, Executive Assistant; Vivian Stevenson, Clerk; William Bleakley, Attorney; Donald H. Ladd, Treasurer; representatives from professional groups, the news media, patrons, and other interested persons.

CALL TO ORDER

The meeting was called to order by Mr. Donwerth and Dr. Hamm gave the invocation.

VISITORS WELCOMED

Mr. Donwerth welcomed all of the visitors present.

ROLL CALL

Roll call established that all of the board members were present.

MINUTES OF PREVIOUS MEETINGS

MINUTES APPROVED

It was moved by Mrs. Darrell and seconded by Mrs. Brody for approval of the minutes of May 15, May 17 and May 24, 1982 as presented. On roll call, the votes were as follows: Mrs. Brody, yes; Mr. Long, yes; Mrs. Hermes, yes; Mrs. Hill, yes; Mrs. Darrell, yes; Dr. Hamm, yes; and Mr. Donwerth, yes. Mr. Donwerth declared that the motion carried.

COMMITTEE REPORTS - BOARD MEMBERS' COMMENTS

Mrs. Brody commented that she had served on the Board two years with Dr. Donwerth and she wanted to personally thank him for his support and strength that he had given the Board; that the current year was probably one of the more difficult years in the Oklahoma City school system and many times she had said to many people and she wanted to say it to him, that she was glad that he was president of the Board at that traumatic time, and she wanted to thank him for the strength and humanity that he showed, and the support and strength he had shown her.

Mr. Donwerth stated that he had some comments but would save them for just before the recess portion of the agenda; that for information to those in the audience who may not know, that meeting was his last on the I-89 Board; that he was finishing his second term plus six months; that he chose not to run for re-election and did take a gubernatorial appointment to the Vo-Tech District No. 22 Board.

ITEMS PENDING

Meeting of May 4, 1981

1. Sunnyside and Wright - Attorney proceeding to clear titles as instructed at Board meeting of December 14, 1982.

2. Zachary Taylor - Negotiations continuing with City to sell part for park development. Bid specification being prepared on balance of property to advertise for sale by sealed bid.

Sample b - Narrative style with right-margin headings
Sample d - Capitalized side headings

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HEARINGS

The following persons addressed the Board:

1. Gary Devore
2. Michael Ramsey
3. Kay Johns
4. Melissa Wright
5. Dawn Wright
6. Jo Ann Devore
7. Kathy Douglas
8. Donna Myers
9. Gary Good
10. Al Brock

The first six speakers' remarks were in regard to their opposition to the closing of Ross School. They referred to the support of the school by the community and expressed concern about the preparation of Shields Heights School for the incoming Ross students.

In her remarks, Ms. Myers referred to schools being closed that were in better condition than those being kept open; condition of Shields Heights School, Nichols Hills School being in prime condition; concern for children and families in the community; action of the Board with regard to financial condition; inspection of all buildings to assure safe conditions; funds at Nichols Hills School; action of the Board with respect to those schools that were removed from the targeted list for closing, and other.

Mr. Good also spoke in opposition to the closing of Nichols Hills School.

Mr. Brock's remarks were in regard to the needs at Willard School.

LEGAL AND FINANCIAL REPORTS

ATTORNEY'S REPORT

After introducing Ms. Diane Gleason, third year law student from Oklahoma University, Mr. Bleakley stated that Ms. Gleason would be doing school law research with their attorney firm, and continued by reporting:

1. Star School Explosion Claims

   We have received several additional claims arising out of the Star School explosion.

TREASURER'S REPORT

Mr. Ladd gave a routine treasurer's report. (Copy of report on file in office of the Clerk.)

SUPERINTENDENT'S REPORT

PRESIDENT OF BOARD AND SUPERINTENDENT AUTHORIZED TO EXECUTE DOCUMENTS

It was moved by Mrs. Brody and seconded by Mrs. Hermes that the President of the Board and the Superintendent be authorized to execute documents and submit applications for seven grants as follows:

1. Refugee and Engrant Childrens' Assistance Program
2. Early Childhood Development Program
3. Career Incentive Program
4. Alternative Education Program
5. Psychometric Services Program
6. Inexpensive Book Distribution Program (RIF)
7. Education of the Handicapped

On roll call, the votes were as follows: Mrs. Brody, yes; Mr. Long, yes; Mrs. Hermes, yes; Mrs. Hill, yes; Mrs. Darrell, yes; Dr. Hamm, yes; and Mr. Donwerth, yes. Mr. Donwerth declared that the motion carried.

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PERSONNEL REPORT

PERSONNEL REPORT APPROVED

It was moved by Dr. Hamm and seconded by Mrs. Hermes that the persons listed herein be employed as of the effective date specified, and that contracts or assignment notifications with the appropriate persons therein listed be approved as executed in the name of the District by the Superintendent or person by him designated; also, that other personnel recommendations and information listed be approved.

PAYROLLS, ENCUMBRANCES, PURCHASING AND GENERAL BUSINESS

APPROVAL OF PAYROLL AND ENCUMBRANCES

A motion was made by Mrs. Brody and seconded by Mrs. Hill to approve Recommendation #1 and #2 (ratification of May payrolls and authorization of June payrolls) and payment of encumbrances as listed for May 11 - June 5, 1982.

On roll call, the votes were as follows: Mrs. Brody, yes; Mr. Long, yes; Mrs. Hermes, yes; Mrs. Hill, yes; Mrs. Darrell, yes; Dr. Hamm, yes; and Mr. Donwerth, yes. Mr. Donwerth declared that the motion carried.

Purchasing

APPROVAL OF PURCHASING

It was moved by Mrs. Hill and seconded by Dr. Hamm for approval of the following purchasing items:

1. Instructional Supplies

Purchase of instructional supplies (pens, rubber bands, chalk, tape, yarn, date slips, thumb tacks, etc.) for use by Supply and Distribution (warehouse stock) from the following companies which submitted the low quotations on specifications (16 mailed - 10 returned):

Dowlings, Inc.	$ 84.00
Chaselle, Inc.	4,694.31
Carpenter Paper Company	523.00
Oklahoma Paper Company	389.60
Standard Stationery	1,492.66
Gaylord Brothers, Inc.	147.90
Thompson Book and Supply Company	3,018.24
Elgin School Supply Company	531.29
Pyramid Paper Company	1,880.25
TOTAL	$ 12,761.25

These purchases are to be charged to Acccount G240.00.

2. Companies to Perform Maintenance Service

Approval of the following companies to perform maintenance service (per call and/or annual agreement) on typewriters and various office machines. Agreement is to be from July 1, 1982 through June 30, 1983:

Downtown Office Machine Center	Typewriters Adding Machines Calculators Check Protectors
IBM Corporation	Mag Card and Memory Typewriter
Electronic Dictation Systems	Dictating and Transcribing Machines

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APPROVAL OF PURCHASING cont'd

3. Athletic Equipment and Supplies

Purchase of athletic equipment and supplies (balls, helmets, jerseys, pants, sweatsuits, stop watches, bases, bats, etc.) for use at various high schools and Supply/Distribution Department from the following companies which submitted the low quotations on specifications (28 mailed - 16 returned):

Alert Services	$ 1,344.76
Noble Sporting Goods	288.75
Elks Sporting Goods	5,733.24
U.S. Athletic Supply Co., Inc.	4,772.03
Play Sports Activities Company	1,907.00
Select Service & Supply Company	161.14
Micro Bio-Medics, Inc.	3,833.73
Sportmaster	723.53
BSN Corporation	797.13
Dan McGee Sporting Goods, Inc.	6,899.85
Champion Products	4,851.50
Val' Sports, Inc.	1,547.15
TOTAL	$ 32,859.81

These purchases are to be charged to the following Accounts:

G240.00	$ 464.64
G240.01	13,854.39
G1230.03	18,540.78
TOTAL	$ 32,859.81

General Business

A motion was made by Mrs. Hill and Seconded by Mrs. Hermes for approval of the following General Business items:

1. Sale of Arcadia Property

Cancellation of the rental agreement with Arcadia Youth, Family and Multi-Purposes Association, Inc., for use of the Arcadia High School Property described as:

All of Block Three (3); Lots One (1), Two (2), Three (3), Four (4), Five (5), and Six (6) in Block Four (4); Lots One (1), Two (2), and Three (3), in Block Five (5); and Lots One (1), Two (2), Three (3), Four (4), and Five (5), and Six (6) in Block Six (6) of Newkirk's Addition to the town of Arcadia, Oklahoma, as shown by the recorded plat thereof, more commonly known as Newkirk Reserve or Six-Acre Tract, and the sale of the same property to Drug Recovery, Inc., for the sum of $65,000.00.

Proceeds from the sale of this property, which has been declared surplus and is no longer need by the district, to be deposited in the Bond Cash Fund.

On roll call, the votes were as follows: Mrs. Brody, yes; Mr. Long, yes; Mrs. Hermes, yes; Mrs. Hill, yes; Mrs. Darrell, yes; Dr. Hamm, yes; and Mr. Donwerth, yes. Mr. Donwerth declared that the motion carried.

BUILDINGS AND CONSTRUCTION

APPROVAL OF BUILDINGS AND CONSTRUCTION ITEMS

It was moved by Mrs. Darrell and seconded by Mrs. Hill for approval of the following:

Acceptance of the low bid and the awarding of a contract to American Door Company, Inc., to furnish and install four (4) overhead doors serving the east docks of the Service Center Warehouse building. The contract in the amount of $11,386.50 is to be charged to Account B-1401.

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On roll call the votes were as follows: Mrs. Brody, yes; Mr. Long, yes; Mrs. Hermes, yes; Mrs. Hill, yes; Mrs. Darrell, yes; Dr. Hamm, yes; and Mr. Donwerth, yes. Mr. Donwerth declared that the motion carried. Both Mrs. Hermes and Mrs. Hill referred to their vote as a "reserved aye."

APPROVAL OF BUILDINGS AND CONSTRUCTION ITEMS cont'd

UNFINISHED BUSINESS

Motions submitted by Mrs. Darrell and seconded by Mrs. Brody at the meeting of May 17, 1982 for consideration at the June 7, 1982 meeting:

MOTIONS APPROVED RE SURVEY ON DAY CARE AND PRESCHOOL PROGRAMS

1. I move that a survey be conducted to determine what other schools in this district, if any, wish to add day care and preschool programs.

On roll call, the votes were as follows: Mrs. Brody, yes, Mr. Long, yes; Mrs. Hermes, yes; Mrs. Hill, yes; Mrs. Darrell, yes; Dr. Hamm, yes; and Mr. Donwerth, yes. Mr. Donwerth declared that the motion carried.

NEW BUSINESS

Mrs. Hill referred to a NSBA Federal Relations Network petition asking people to sign as opposing Tuition Tax Credits and suggested that members of the Board sign the petition and leave it with the Clerk so it could be signed by other people and mailed back to NSBA. No one expressed opposition to her suggestion.

COMMENTS - MRS. HILL

. . . . . .

Mrs. Darrell then withdrew her motion but stated that she would like for the Board to be informed of how many students would be impacted by the sibling clause policy so they could work it out so that students in the same household would not have to be split.

COMMENTS - MRS. DARRELL

REORGANIZATION AND ELECTION OF OTHER OFFICERS

Mr. Ginn presented the official Certificates of Election to the newly elected members of the Board, Mrs. Shirley Darrell and Mrs. LaRue Donwerth.

PRESENTATION OF CERTIFICATES OF ELECTION

The Honorable Jim Fried, State Representative, administered the Oath of Office to Mrs. Darrell (four-year term) and Mrs. Donwerth (four-year term).

OATH OF OFFICE

Mr. Ginn presented Representative Fried for remarks, who then offered congratulations to the two newly sworn-in board members. He stated that over the last eight years he had had the opportunity to serve in the Oklahoma House of Representatives and over the last four years had served as Chairman of the House Education Committee, and that they had worked very closely with a number of people throughout the state who were very interested in education. He stated that he knew as board members they were extremely interested in the well-being of the school children in Oklahoma City and although it was a thankless job there were a lot of rewards to it, too.

He continued by noting that persons in public office do take a good deal of criticism for the job that they do but he appreciated the fact they cared enough to get out front and try to do something about making the school district one of the best possible.

He ended his remarks by congratulating members of the Board for the job that they were doing and wished them well.

On roll call of the newly seated Board, all members were present.

ROLL CALL

Continuing with the order of the agenda, Mr. Ginn briefly outlined the Board's policy BCA on reorganization of the Board and the procedure for electing a President of the Board, whereby he in the absence of the Superintendent would accept nominations from any board member, then after it appeard that the nominations had been completed, he would ask three times if there were anymore nominations, after which he would close the nominations and the Clerk would call the roll at

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which time each board member would state the nominee for which they were voting, or if a board member should choose to abstain, would answer the roll call as "present"; that at the conclusion of the roll call the Clerk would repeat the results and a member would be elected to the office when he or she got a majority of the votes cast.

ELECTION OF PRESIDENT

After Mr. Ginn asked for nominations for Board President for 1982-83, Mrs. Hermes nominated Betty Hill. Hearing no further nominations, Mr. Ginn declared the nominations closed. On roll call, the votes were as follows: Mrs. Brody, Mrs. Hill, Mr. Long, Mrs. Hill; Mrs. Hermes, Mrs. Hill; Mrs. Hill, present (abstaining); Mrs. Darrell, Mrs. Hill; Dr. Hamm, Mrs. Hill; and Mrs. Donwerth, Mrs. Hill.

With the majority of the votes cast for Mrs. Hill, Mr. Ginn declared Mrs. Betty Hill the duly elected president of the Board for 1982-83.

ELECTION OF VICE PRESIDENT

Mrs. Hill, presiding, asked for nominations for Vice President. Dr. Hamm nominated Jean Brody. Hearing no further nominations, Mrs. Hill declared the nominations closed.

On roll call, the votes were as follows: Mrs. Brody, present (abstaining); Mr. Long, Mrs. Brody; Mrs. Hermes, Mrs. Brody; Mrs. Darrell, Mrs. Brody; Dr. Hamm, Mrs. Brody; Mrs. Donwerth, Mrs. Brody; and Mrs. Hill, Mrs. Brody.

Mrs. Hill declared Mrs. Jean Brody as the elected Vice President of the Board for 1982-83

REORGANIZATION AND ELECTION OF OTHER OFFICERS

ELECTION OF CLERK

After Mrs. Hill called for nominations for Clerk, Mrs. Darrell nominated Vivian Stevenson.

Hearing no further nominations, it was moved by Mrs. Hermes and seconded by Mrs. Darrell that Vivian Stevenson be elected Clerk by acclamation.

On roll call, the votes were as follows: Mrs. Brody, yes; Mr. Long, yes; Mrs. Hermes, yes; Mrs. Darrell, yes; Dr. Hamm, yes; Mrs. Donwerth, yes; and Mrs. Hill, yes. Mrs. Hill declared that the motion carried and Vivian Stevenson was elected Clerk of the Board for 1982-83.

APPOINTMENT OF TREASURER AND ATTORNEY FIRM

As a part of a committee report, Mrs. Brody stated that the committee (which was comprised of she, Mrs. Darrell and Mrs. Hermes) were recommending Donald Ladd for Treasurer and the retention of Groves, Bleakley and Tague for the Attorney Firm; that with respect to the Auditing Firms, they had not completed their services to the district and by statute they were not required to replace them at the time, and the committee was recommending that the Board replace them when they had completed their business; that they could not really evaluate their performance until they had performed what they were supposed to be doing.

Hearing no further nominations or recommendations, Mrs. Hill asked for the roll call. The votes were as follows: Mrs. Brody, yes; Mr. Long, yes; Mrs. Hermes, yes; Mrs. Darrell, yes; Dr. Hamm, yes; Mrs. Donwerth, yes; and Mrs. Hill, yes.

Mrs. Hill declared Donald Ladd as the appointed Treasurer and Groves, Bleakley and Tague as the Attorney Firm for 1982-83.

ADDITIONAL ELECTIONS

Mrs. Hill called for nominations for other appointments and they were so submitted:

Mrs. Hermes nominated Darrel Shepard for Assistant Treasurer.

Mrs. Hermes nominated Ann Hsieh for Assistant Treasurer for the Clearing Account.

Mrs. Darrell nominated Hugh Ginn for Deputy Clerk.

There being no further nominations, it was moved by Mrs. Darrell and seconded by Mrs. Brody that the persons so named be elected by acclamation.

On roll call, the votes were as follows: Mrs. Brody, yes; Mr. Long, yes; Mrs. Hermes, yes; Mrs. Darrell, yes; Dr. Hamm, yes; Mrs. Donwerth, yes; and Mrs. Hill, yes. Mrs. Hill declared that the motion carried.

REMARKS - MEMBERS OF THE BOARD

Mrs. Donwerth stated that she was glad to be a part of the Board and appreciated all of the help and support that she had already received from friends and was looking forward to working with the members of the Board.

Other members of the Board welcomed Mrs. Donwerth aboard.

Mrs. Hill thanked Representative Fried for attending the meeting and giving remarks and stated that they were very challenging and she hoped they as a board could meet the challenge that he had issued to them.

EMPLOYEMENT OF ATTORNEY AND TREASURER AND PERMISSION TO PAY PREMIUMS ON BONDS, READOPTION OF BOARD POLICIES

It was moved by Mrs. Darrell and seconded by Mrs. Hermes for approval of the following items:

1. Employment of Attorney

   Approval of agreement with Groves, Bleakley & Tague to provide professional services for the 1982-83 fiscal year, services to be performed in accordance with the terms of the agreement dated June 2, 1982 between the parties, fees as follows:

   Fee Schedule

Courtroom Appearances	$ 70.00 per hour
Trial Preparation (Partners)	$ 65.00 per hour
Trial Preparation (Associates)	$ 55.00 per hour
Other Professional Service	
by Partners	$ 65.00 per hour
by Associates	$ 50.00 per hour
Professional Services by	
Legal Intern, Law Clerks,	
and Legal Assistance	$ 30.00 per hour
Attendance at Regular Board Meetings	$ 175.00 each meeting

2. Agreement with Treasurer

   Approval of agreement with Donald Ladd to serve as school district Treasurer for the 1982-83 fiscal year at an annual fee of $16,500.00

3. Permission to Pay Renewal Premiums on Bonds as follows:

   (a) Treasurer (Donald H. Ladd) - amount of bond $750,000.00, premium $2,575.00.

   (b) Assistant Treasurer (Darrel Shepard) - amount of bond, $750,000.00, premium $2,575.00.

   (c) Assistant Treasurer for Clearing Account (Ann Hsieh) - amount of bond, $750,000.00, premium $2,575.00.

   (d) Assistant to the Treasurer (Mary Smith) - amount of bond, $750,000.00, premium $2,575.00.

   (e) Blanket Fidelity Bonds - covering all Board of Education employees (Treasurers not included), amount of bonds $2,500.00, premium $1,134.00.

   (f) Deputy Clerk (Hugh Ginn) - amount of bond, $1,000.00, premium $30.00.

4. Readoption of Board Policies

   Readoption of all Board Policies which have been previously adopted by the Board.

On roll call, the votes were as follows: Mrs. Brody, yes; Mr. Long, yes; Mrs. Hermes, yes; Mrs. Darrell, yes; Dr. Hamm, yes; Mrs. Donwerth, yes; and Mrs. Hill, yes. Mrs. Hill declared that the motion carried.

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INFORMATION TO THE BOARD

Depositories for School Funds - Information to the Board:

Allied Oklahoma Bank
American Bank of Commerce
Capitol Federal Savings and Loan
Capitol Hill State Bank and Trust Company
Central National Bank
Citizens National Bank and Trust Company
Commerce Bank
Crossroad State Bank
. . . . . .

ADJOURNMENT

ADJOURNMENT - 8:50 P.M.

A motion to adjourn was made by Mrs. Brody and seconded by Mrs. Darrell. On roll call, the votes were as follows: Mrs. Brody, yes; Mr. Long, yes; Mrs. Hermes, yes; Mrs. Darrell, yes; Dr. Hamm, yes; Mrs. Donwerth, yes; and Mrs. Hill, yes. Mrs. Hill declared that the motion carried.

THEREUPON THE MEETING WAS ADJOURNED.

(A mechanical recording of the meeting is on file in office of the Clerk.)

_____
President

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)

I, the undersigned Clerk of the Board of Education of Independent School District No. 89 of Oklahoma County, Oklahoma, do hereby certify that prior to 48 hours before the meeting, the date, time and place of the Regular Meeting was filed in the office of the County Clerk of Oklahoma County, Oklahoma.

I also certify that at least 24 hours prior to the meeting, excluding Saturdays, Sundays and holidays, notice of the date, time, place and agenda of this meeting was posted in the permanent public view at the location of the meeting.

Witness my hand and seal of this school district this _____ day of _____, 1982.

_____
Clerk, Oklahoma City Board of Education

BOARD OF EDUCATION

BUGTUSSEL, OKLAHOMA

The Board of Education of Bugtussel, School District I-1000, Bugtussel, Oklahoma, met in the High School Home Economics room on the 4th day of May, 1982, at 7:30 o'clock p. m.

Members present:

President, Claude Morris,
Vice-Pres., Wiley Parker,
Clerk, Mike Stevens
Member, Bill Scott
Member, David Morgan.

The meeting was called to order by Mr. Morris. The following business was transacted: Minutes of the last meeting of April 5, 1982, were read and approved as amended.

The first item on the agenda was approve plans for remodeling of the restrooms. Mr. Long advised the Board what the plans consisted of, and asked for authority to advertise for bids. After discussion Mr. Scott made a motion to give Mr. Long authority to advertise for bids for the remodeling of restrooms. Mr. Parker seconded the motion. The vote was: Mr. Morgan, yes; Mr. Scott, yes; Mr. Stevens, yes; Mr. Parker, yes; Mr. Morris, yes.

The next item on the agenda contract auditor for the coming school year 1982-83. After the Board viewed the audit, Mr. Morgan made a motion to rehire John Smith as school auditor for school year 1982-83. Mr. Parker seconded the motion. The vote was: Mr. Morgan, yes; Mr. Scott, yes; Mr. Stevens, yes; Mr. Parker, yes; Mr. Morris, yes.

At this time, Mr. Long advised the Board that in the future if there was a need to go into executive session, to notify him before the agenda is sent out, because the Attorney General has ruled that you may not have an executive session without it first being listed on the agenda.

The next item on the agenda was approval of additional funds to school budget for current school year. Mr. Long asked for authority to set up $52,168.00 into the general fund and put it into the budget. Mr. Morgan made a motion to give Mr. Long authority to put $52,168.00 into the General Fund. Mr. Scott seconded the motion. The vote was: Mr. Morgan, yes; Mr. Scott, yes; Mr. Stevens, yes; Mr. Parker, yes; Mr. Morris, yes.

At this point, Mr. Long asked the Board to be considering before the next Board Meeting, that before the 1st of July, the Board needs to decide what Bank will be used next year. Mr. Long advised the Board that he had no recommendation as to which Bank to be used, but he would have one recommendation to be considered and that is to use one bank for at least three years at a time.

The next item on the agenda was the employment of Marie Hill as Middle School English Teacher. At this time, Mr. Long recommended hiring Marie Hill as a Middle School English Teacher. At this point, Mr. Stevens made a motion to go into executive session. Mr. Parker seconded the motion. The vote was: Mr. Morgan, yes; Mr. Scott, yes; Mr. Stevens, yes; Mr. Parker, yes; Mr. Morris, yes. After discussion of Marie Hill's employment in executive session, Mr. Stevens made a motion to go back into open session. Mr. Morgan seconded the motion. The vote was: Mr. Morgan, yes; Mr. Scott, yes; Mr. Stevens, yes; Mr. Parker, yes; Mr. Morris, yes. After going back into open session, Mr. Parker made a motion to hire Marie Hill as Middle School English Teacher. Mr. Scott seconded the motion. The vote was: Mr. Morgan, yes; Mr. Scott, yes; Mr. Stevens, yes; Mr. Parker, yes; Mr. Morris, yes;

At this time, Mr. Morris asked if there was anything further to come before the Board before adjournment. Mr. Morgan made a motion to adjourn. Mr. Stevens seconded the motion. The vote was: Mr. Morgan, yes; Mr. Scott, yes; Mr. Stevens, yes; Mr. Parker, yes; Mr. Morris, yes. These minutes read and approved by:

Mike Stevens, Clerk

Claude Morris, President

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MINUTES OF THE MEETING OF THE

STATE BOARD OF EDUCATION

OLIVER HODGE MEMORIAL EDUCATION BUILDING

2500 NORTH LINCOLN BOULEVARD

OKLAHOMA CITY, OKLAHOMA

DECEMBER 15, 1982

The State Board of Education met in regular session on Wednesday, December 15, 1982, at 9:30 a.m. The Board met in the Board Room, I-68, Oliver Hodge Education Building, Oklahoma City, Oklahoma. The meeting was called to order by Dr. Leslie Fisher, President and State Superintendent. The agenda and meeting notice were posted at 9:00 a.m., December 14, 1982, in accordance with 25 O.S. 1981, Sec. 311(9).

The following were present:

Dr. Leslie Fisher, State Superintendent
Mr. Lloyd Graham, Deputy State Superintendent
Mrs. Winona Wettengel, Executive Secretary
Miss Sue Lynn Brockman, Administrative Assistant

C. B. Wright, Member
Seay Sanders, Member
Barbara Johnson, Member
R. E. Carleton, Member
E. L. Collins, Member

The following was absent:

Harry Shackelford, because of illness.

In Attendance from the State Department of Education:

Judy Leach, Norman Dillard, John Folks, R.C. Todd, Teresa Estep, Joe Bob Weaver, Jack Strahorn, Vi Keef, Pat Odell, Mary Miles, Raymond Willingham, Tom Campbell, Leonard Bates, Dorothy Dodd, Dick Hsieh, Bob Martin, Pam Deering, Leo Lau, Richard Murray, Ramona Emmons, Jerry Doyle, Delano Campbell, Andy Kimberling, Jim Hodges and Inez Burns.

Others Present:

Louise Kutz, Director, Instruction and Professional Development, Oklahoma Education Association
Representative Lonnie Abbott, Member of House Education Committee and Legislative Task Force Committee on Education, Ada

MINUTES OF THE PREVIOUS MEETING

On motion by Mr. Sanders and seconded by Mrs. Johnson, the minutes of the November 17, 1982, regular Board meeting were approved as printed. The motion to adopt carried with five affirmative votes as follows: Mr. Collins, yes; Mrs. Johnson, yes; Dr. Wright, yes; Mr. Sanders, yes; and Mr. Carleton, yes.

Sample e - Centered headings
Minutes that correspond to Agenda, p. 36

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INSTRUCTION DIVISION

TEACHER CERTIFICATION SECTION

Report of Teacher Certificates Issued

Mr. Norman Dillard, Administrator, Teacher Certification Section, presented the following report for the Board's information:

The number of certificates issued for the month of November, 1982.

427*

*This number does not include duplicate certificates.

Approval of Special Cases

Mr. Dillard recommended approval of the following special cases with the exception of the 88's (eighty-eights). Mr. Sanders made the motion and Dr. Wright made the second. Motion carried with these votes: Mr. Carleton, no; Mr. Sanders, yes; Dr. Wright, yes; Mrs. Johnson, yes; and Mr. Collins, yes.

One (1) Temporary Certificate (in-state graduate without a valid backup certificate) Code 84

BOWEN, Julian Cheyenne Public Schools	Temporary Reading Certificate for 1982-83 School Term.

Two (2) Temporary Certificates (out-of-state without a valid backup certificate) Code 85

BREUTZMAN, Wilma Checotah Public Schools	Temporary Spanish Certificate for 1982-83 School Term.
REGNIER, Reth G. Balko Public Schools	Temporary Health and Physical Education Certificate for 1982-83 School Term.

Fourteen (14) Temporary Certificates (Applicant does not meet recency requirements) Code 86

BUOL, Judith Enid Public Schools	Temporary Elementary Certificate for 1982-83 School Term.
CANAHAN, Karen Enid Public Schools	Temporary Foreign Language Certificate for 1982-83 School Term.
DUNCAN, Curtis Loy Antlers Public Schools	Temporary Science Certificate for 1982-83 School Term.
MARTIN, Lynda Jeane Broken Arrow Public Schools	Temporary Art Certificate for 1982-83 School Term.
McCORMICK, David Clinton Public Schools	Temporary Vocational-Agriculture Certificate for 1982-83 School Term.
McDERMITT, Carrol Lindsay Public Schools	Temporary Science Certificate for 1982-83 School Term.
WILLIAMS, Zou Ann Caney Valley Public Schools	Temporary Art Certificate for 1982-83 School Term.
CAMPBELL, Laura Lou Agra Public Schools	Temporary Kindergarten Certificate for 1982-83 School Term.
DECKER, Bonnie Ruth Graham Public Schools	Temporary Business Certificate for 1982-83 School Term.

HALL, Patricia Fargo Public Schools	Temporary Business Certificate for 1982-83 School Term.
KAONOKI, Mary Margaret Collinsville Public Schools	Temporary English Certificate for 1982-83 School Term.
PELIZZONI, Mary Olive Tulsa Public Schools	Temporary Elementary Certificate for 1982-83 School Term.
SHUMARD, Kathryn E. Wetumka Public Schools	Temporary Language Arts Certificate for 1982-83 School Term.
SULLIVAN, Patricia Ann St. Mary's, Ponca City Public Schools	Temporary Elementary Certificate for 1982-83 School Term.

One (1) Temporary Certificate (Applicant is a college graduate but has not completed an approved teacher education program) Code 87

JEFFERSON, Debra Ann Oklahoma City Public Schools	Temporary Social Studies Certificate for 1982-83 School Term.

One (1) Temporary Certificate (Applicant has insufficient number of hours in area he is requesting certification, below state minimums) Code 89

SHAW, Norma Idabel Public Schools	Temporary Elementary Certificate for 1982-83 School Term.

Four (4) One-Year Provisional Certificates

LIGHT, Mary Beth Kremlin-Hillsdale Public Schools	Temporary Elementary Administration Certificate for 1982-83 School Term.
THOMAS, Judy Kay Atoka Public Schools	Temporary Elementary Certificate for 1982-83 School Term.
NIXON, Howard Enid Public Schools	Temporary Counseling Certificate for 1982-83 School Term.
SHACKELFORD, Margie Marlow Public Schools	Temporary Business Certificate for 1982-83 School Term.

Exceptions to Regulations (H.B. 1706)

Dr. John Folks asked that this one applicant be granted permission to teach in her minor assignment. The applicant will need to test this year to receive the required credential.

BARRICK, Brenda Marietta Public Schools	To Teach American History for 1982-83 School Term.

Mr. Collins made the motion to approve this applicant and Mr. Sanders seconded. Motion passed with a unanimous vote. Mr. Collins, yes; Mrs. Johnson, yes; Dr. Wright, yes; Mr. Sanders, yes; and Mr. Carleton, no.

TEACHER EDUCATION/STAFF DEVELOPMENT SECTION

Approval of Revised Local Staff Development Plans

Mrs. Judy Leach, Administrator, Teacher Education/Staff Development Section, presented a list of school districts for which approval of Revised Local Staff Development Plans is recommended. According to House Bill No. 1706, school districts were required to submit a revised local staff development plan to the State Board of Education by May 1, 1982.

Mr. Collins made the motion and Dr. Wright seconded it. The motion passed with the following votes: Mr. Carleton, yes; Mr. Sanders, yes; Dr. Wright, yes; Mrs. Johnson, yes; and Mr. Collins, yes.

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Public Schools

Apache (Caddo County)
Dover (Kingfisher County)
Hanna (McIntosh County)
Crowder (Pittsburg County)
Pleasant Grove (Pottawatomie County)
Colcord (Delaware County)
Eagletown (McCurtain County)
Millwood (Oklahoma County)
North Rock Creek (Pottawatomie County)
St. Louis (Pottawatomie County)

Vo-Tech Schools

Kiamichi Area Vo-Tech
Oklahoma City District #22 AVTS

Legislative Report on the Entry-Year Assistance Program

Mrs. Judy Leach presented a report for approval on the Entry-Year Assistance Program. According to House Bill 1465, the Teacher Education/Staff Development Section is required to submit a report to the Legislature by December 31, 1982, on the entry-year assistance program. This report is based upon data obtained from the Regents for Higher Education and she commended them for their cooperation. The data was submitted to the Regents in a quarterly report from the Institutions for Higher Education.

Mr. Sanders moved and Mr. Carleton seconded that this report be approved as presented. Affirmative votes were: Mr. Carleton, yes; Mr. Sanders, yes; Dr. Wright, yes; Mrs. Johnson, yes; and Mr. Collins, yes.

A complete report is on file in the office of the Secretary of the State Board of Education.

TEACHER TESTING SECTION

Discussion of October Test Results

Dr. Joe Bob Weaver, Administrator, Teacher Testing Section, presented results from the Teacher Certification Testing Program. The report showed the results by Test Area and by Institution, the number of tests administered, the percentage of examinees passed, the 1982 Cumulative Results by Institution, and the retake analysis of the October, 1982, administration.

This was a report only and required no action.

Approval of Recommendation for Change In
Policies and Procedures Handbook for House Bill 1706

Dr. Weaver further presented a recommended change to be made in the Curriculum Examination Section of the "Policies and Procedures Handbook for House Bill 1706" for emergency adoption. The Oklahoma State Board of Education finds that an imminent peril to the public health, safety, or welfare requires the emergency adoption of these Amendments to Policies and Procedures Handbook for Implementing House Bill 1706 - Curriculum Examination Section.

A motion was made by Mr. Carleton, seconded by Mr. Sanders, that these Amendments be adopted on an emergency basis and that a notice be published in the Monday, January 3, 1983, issue of The Oklahoma Gazette, that a hearing will be held at 9:45 a.m. on Thursday, January 27, 1983, in the Oliver Hodge Education Building, Room I-68, 2500 N. Lincoln Blvd., Oklahoma City, Oklahoma, to acquire final adoption of this Amendment. This hearing is authorized by Title 75, 1981, O.S., Secs. 301-327, and will be filed immediately with the Secretary of State's office. Mr. Carleton's motion carried with these votes: Mr. Collins, yes, Mrs. Johnson, yes; Dr. Wright, yes; Mr. Sanders, yes; and Mr. Carleton, yes.

4

FINANCE DIVISION

Report of Alternate Accounting Systems Approved

Mrs. Pam Deering, Assistant Director of Finance, reported that the following schools have requested and have been granted approval to convert to the Alternate Accounting System and Data Processing Center with whom the schools have chosen to perform this service.

TO: OKC Data Services, Inc.
7701 N. Broadway Ext.
Suite A-3
Oklahoma City, Oklahoma

Pleasant Grove Public Schools I-5
Silo Public Schools I-1
Maysville Public Schools I-7

TO: Syntec Micro Systems
2001 Center Point Road North
Box 217
Wilburton, Oklahoma

Lane Public Schools D-22

TRANSPORTATION AND ANNEXATION SECTION

Report of Out-of-State Travel Requests

Mr. Pat Odell, Administrator of Transportation and Annexation Section, reported the following requests for out-of-state travel in district-owned buses for the State Department of Education.

TRANSPORTATION SECTION

Out-of-State Requests
November 10, 1982, through December 7, 1982

State Department of Education Requests Approved:

FROM	TO	WHEN	PURPOSE
Miami Public Schools	Kansas City, MO	November 12-13, 1982	Speech and Debate Teams to compete in contest
Norman Public Schools	Wichita Falls, TX	November 13, 1982	Boys and girls swim team to compete in swim meet
Putnam City Schools	Richardson, Texas	November 20, 1982	Twenty math students to participate in the National Math Contest
McAlester Schools	Texarkana, Texas	January 7, 1983	High School band to perform for the Four States Bandmasters Association 1983 convention
Noble Public Schools	Wichita, Kansas	April 7-9, 1983	Track team to compete in a track meet

State Department of Vocational Education Requests Approved:

Altus Public Schools	Kansas City, MO	November 10-13, 1982	FFA Delegation to participate in the National Convention

FEDERAL PROGRAMS DIVISION

BILINGUAL EDUCATION SECTION

Approval of Advisory Council for Bilingual Education

Dr. Dick Hsieh, Coordinator, Bilingual Education Section, presented a request for the formulation and adoption of an Advisory Council on Bilingual Education. Eighteen (18) educators have indicated their willingness to serve on the Advisory Council which will suggest directions and plans for the Bilingual Education Section in providing services to the Title VII projects and LEAs in the State of Oklahoma.

Mr. Sanders moved to adopt this Advisory Council and Mrs. Johnson seconded. The motion passed with five affirmative votes: Mr. Carleton, yes; Mr. Sanders, yes; Dr. Wright, yes; Mrs. Johnson, yes; and Mr. Collins, yes.

Hope Alvarez (Hispanic) Title VII Project Director	Oklahoma City Public Schools
Mary Ann Bluebird (Cherokee) Title VII Project Director	Cross-Cultural Education Center, Inc. Tahlequah
Cam Byrd (Black) Title VII Project Director	Oklahoma City Public Schools
Agnes Cowen (Cherokee) Title VII Project Director	Cross-Cultural Education Center, Inc. Tahlequah
Dr. Carl Downing (Cherokee-Creek) Professor of Elementary Education	Central State University
Katie Dunlap (Caucasian) Curriculum Specialist	Midwest City-Del City Public Schools
Susannah Factor (Cherokee-Creek) Title VII Project Director	Holdenville/Wetumka Public Schools
Judy Flores (Caucasian) Bilingual Fellow	Oklahoma University
Harlene Green (Cherokee) Title VII Director	Cross-Cultural Education Center, Inc. Tahlequah
Betty Hunkapillar (Choctaw) Title VII Project Director	Buffalo Valley Public Schools Talihina Public Schools Clayton Public Schools Whitesboro Public Schools
Ngoc Huynh (Vietnamese) Bilingual Resource Specialist	Oklahoma City Public Schools
Dr. Leroy Ireton (Caucasian) Director of Federal Programs	State Department of Education Oklahoma City
Jerry Manus (Cherokee) Title VII Project Director	Cross-Cultural Education Center, Inc. Tahlequah
Dr. Neil Morton (Cherokee) Dean of Continuing Education and Public Service	Northeastern State University
Dr. Ravi Sheorey (Indian) Professor of ESL	Oklahoma State University

Trang Dan Vinh (Vietnamese) Indochinese Resource Specialist	Oklahoma City Public Schools
Dr. Tom Wiggins (Caucasian) Title VII Project Director and Professor of Education	Oklahoma University
Pat Wilkerson (Indian) Title VII Project Director	Lawton Public Schools

HUMAN RELATIONS SECTION

Amendments to A Guide to Policies and Procedures of the State Board of Education of Oklahoma Civil Rights Policies (Title IV CRA) Hearing Held - Adopted

Mrs. Mary Miles, Administrator, Human Relations Section, asked for final approval of the Amendments to "A Guide to Policies and Procedures of the State Board of Education of Oklahoma" Civil Rights Policies (Title IV CRA). Emergency adoption was granted at the October 19, 1982, regular meeting and a notice of hearing was published in the November 1, 1982, issue of The Oklahoma Gazette. These amendments were filed at the Secretary of State's office on October 19, 1982.

A motion was made by Mr. Carleton and a second by Mr. Sanders to adopt the Amendments. The motion passed with the following votes: Mr. Carleton, yes; Mr. Sanders, yes, Dr. Wright, yes; Mrs. Johnson, yes; and Mr. Collins, yes.

Hyphens ---------- Deletions
Underline _____ Additions

6.6 POLICIES WITH RESPECT TO CIVIL RIGHTS (CRA) ~~AND WOMEN'S EQUITY~~

6.6.1 Policy Sources

The State Board of Education's Statement of Compliance with the Department of Health, Education, and Welfare (HEW) regulations under Title VI of the CRA submitted to HEW on April 14, 1965, by the State Superintendent, and the HEW Form 441, (Assurance of Compliance), also submitted, connotes the policy of the State Board on nondiscrimination.

Additionally, the State Board of Education adopted a policy under House Bill No. 876 of the Thirtieth Legislature (1965) which urges schools to include in their curriculum coverage of outstanding events on the history of Negro and other minority races. 70 O.S. 1971, 1 24-119 (Oklahoma School Laws, 1976, Sec 358). In 1982, this policy was amended to include the recognition of the need for quality and equitable education for all students. The State Board believes it is essential for the education process to include cultural awareness and sensitivity of school age population which reflects diverse backgrounds, races, cultures and attitudes.

6.6.2 Compliance Assurances

The Statement assures in part that SBE makes no distinction on the basis of race, color, creed, or national origin in the employment of personnel, provision of services, use of facilities, organization of group activities, and other similar benefits in any of its programs. It further assures that no new commitments for federal financial assistance under such programs will be made to school districts unless an assurance of compliance, a court order, or a plan of desegregation has been filed.

6.6.3 Assurance Methods

The State Compliance enumerates methods of administration to assure compliance and lists procedures for evaluating and handling complaints filed with the Board.

6.6.4 Staff Training

Under Title IV of the CRA, the Board has approved a Department program to improve staff of State Education Agency (SEA) and Local Education Agencies (LEAs) in overcoming pupil and teacher problems due to past racial segregation and isolation. Educators recognize the need to expand their professional training through pre-service and inservice education to assist all students to develop their highest potential.

8.19 HUMAN RELATIONS SECTION. Title IV Civil Rights Act (CRA) (Room ~~323~~ 4-52 - Federal Programs Division)

The Human Relations Section provides leadership and assistance in fostering equal education opportunity for all students in Oklahoma's. ~~public schools. He also assumes administrative responsibility for the establishment, planning, matters relating to Human Relations, including women's equity as provided in Title IX, P.L. 92-318,~~ The Board encourages leadership among parent and community groups to develop positive attitudes toward educational equity and Human Relations. The section assists public school educators in their objectives to racially desegregate schools and to cope with educational problems which may result from their desegregation. The section employs a professional staff to assist school districts with technical assistance and dissemination of information related to desegregation and education issues, and serves as the liaison between the U.S. ~~Office~~ Department of Education and school districts in implementing ~~desegregation~~ Title IV CRA plans.

8.19.1 ~~A Title IX Guide for Public Schools~~ Human Relations Education in Oklahoma Schools

8.19.2 ~~Student Advisory Committee Handbook~~ Human Relations Curriculum Guide

8.19.3 ~~The Teacher and Improved Human Relations Education in the School~~ A Handbook for Integrated Schooling

8.19.4 ~~Multi Cultural Handbook~~ Oklahoma State Department of Education Title IV CRA Educational Equity Brochure

8.19.5 ~~Values Clarification Guide~~

SCHOOL PLANT SERVICES SECTION

Approval of Mobile Classroom Guidelines

Mr. Bob Martin, Administrator, School Plant Services, presented a request for the approval of the proposed guidelines for mobile classrooms. This past year the Legislature provided $200,000.00 for the purchase of mobile classroom units and equipping thereof. These have gone out on contract through the Board of Affairs and presently have contracts for seven. The Oklahoma State Board of Education finds that an imminent peril to the public health, safety, or welfare requires the emergency adoption of these Guidelines.

A motion was made by Mr. Carleton, seconded by Mr. Collins, that these Guidelines be adopted on an emergency basis and that a notice be published in the Monday, January 3, 1983, issue of The Oklahoma Gazette, that a hearing will be held at 10:00 a.m. on January 27, 1983, in the Oliver Hodge Education Building, Room I-68, 2500 North Lincoln Blvd., Oklahoma City, Oklahoma, to acquire final adoption of these Guidelines. This hearing is authorized by Title 75, 1981, O.S., Secs. 301-327, and will be filed immediately with the Secretary of State's office. Mr. Carleton's motion carried with these votes: Mr. Carleton, yes; Mr. Sanders, yes; Dr. Wright, yes; Mrs. Johnson, yes; and Mr. Collins, yes.

Any interested person may present his views, either in writing or orally, at the aforesaid time and place. This emergency adoption becomes effective immediately upon filing with the Secretary of State. A copy of the Guidelines is on file in the office of the Secretary of the State Board of Education for public inspection.

ADMINISTRATION

PERSONNEL SECTION

Approval of Revision of Personnel Policies

Mrs. Violet Keef, Director of Personnel, presented the revisions to be made in the Personnel Policies. Dr. Fisher recommended tabling this item until the next meeting. This will allow the members to review the changes and take action next month.

ADJOURNMENT

There being no further business, the Board adjourned at 11:10 a.m. The next regular meeting of the State Board of Education will be:

THURSDAY, January 27, 1983	9:30 a.m.	Oliver Hodge Education Building Room I-68 2500 North Lincoln Oklahoma City, Oklahoma

Winona Wettengel, Secretary

Leslie Fisher, President

APPENDIX F

Sample Resolution and Proclamation

SAMPLES:

RESOLUTION

WHEREAS, Arthur Perry Gordy, Jr. has diligently served the people of Oklahoma and the Muskogee County area where he was born and reared; and

WHEREAS as Director of Muskogee Area Vocational-Technical School since 1965, he has developed and guided an institution and staff of 300 that now train approximately 8,000 individuals a year: Therefore be it

RESOLVED, That the members of the Oklahoma Board of Education do hereby express their heartfelt appreciation to Perry Gordy, Jr. for his untiring efforts on behalf of vocational education in Oklahoma and express to him and his wife their warmest best wishes for a happy and healthful future; and be it

RESOLVED further, That a copy of this resolution become a part of the official minutes of this meeting and a copy be transmitted to Mr. Gordy and members of his family.

_____
ROY A. HENDRICKS, CHAIRMAN

_____
WINONA WETTENGEL, Executive Secretary

_____
DATE

SAMPLES:

PROCLAMATION

WHEREAS the honorable Everett Coker has distinguished himself, his community and his state through long and meritorious service in the field of education for more than ten years; and

WHEREAS, Everette Coker has tirelessly sought to insure the best in educational opportunitites for students and service to our own community for the past then years; Therefore be it

RESOLVED, That in recognition and in honor of Everett Coker's outstanding contribution and service to the students and citizens of Cobb County; and be it

RESOLVED further, That he has been named Oklahoma Teacher of the Year, we hereby proclaim Thursday, November 9, 1978, as EVERETT COKER DAY IN THE COBB COUNTY SCHOOL DISTRICT.

On Behalf of the Cobb County Board of Education, Cobb County, Oklahoma

_____
Jack Darnell, Chairman
Cobb County Board of Education

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APPENDIX G

Sample Indexes

STATE BOARD OF EDUCATION

Index to Minutes

Wednesday, December 15, 1982

1. Call to Order - 9:30 a.m. 1

2. Approval of Minutes of November 17, 1982 1

INSTRUCTION DIVISION

3. Teacher Certification Section
   (a) Report of Teacher Certificates Issued 2
   (b) Approval of Special Cases 2
   (c) Exceptions to Regulations (H.B. 1706) 3

4. Teacher Education/Staff Development Section
   (a) Approval of Revised Local Staff Development Plans 3
   (b) Legislative Report on the Entry-Year Assistance Program 4

5. Teacher Testing Section
   (a) Discussion of October Test Results 4
   (b) Approval of Recommendation for Change In Polices and Procedures Handbook for House Bill 1706 4

FINANCE DIVISION

6. Report of Alternate Accounting Systems Approved 5

7. Transportation and Annexation Section
   (Report of Out-of-State Travel Requests (Information Only) 5

FEDERAL PROGRAMS DIVISION

8. Bilingual Education Section
   Approval of Advisory Council for Bilingual Education 6

9. Human Relations Section
   Amendments to A Guide to Policies and Procedures of the State Board of Education of Oklahoma - Civil Rights Policies (Title IV CRA) 7

10. School Plant Services Section
    Approval of Mobile Classroom Guidelines 8

ADMINISTRATION

11. Personnel Section
    (a) Approval of Personnel Changes 9
    (b) Approval of Revision of Personnel Policies 9

12. NEW BUSINESS 9

ADJOURMENT 9

Index corresponds with Agenda, p. 36 and minutes p. 57.

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STATE BOARD OF EDUCATION MEETING
Beresford, South Dakota
March 19, 1980

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1.	Adoption of Agenda	2
2.	Approval of Minutes	2
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4.	Final Report on Legislation	2
5.	Federal Legislative Update	2
6.	Continued Employment of Personnel Beyond Age 65	2
7.	Personnel Actions:	
	Permanent Employment Status for Mary Lou Kurtenbach	3
	Permanent Employment Status for Sharyl Wieseler	3
	Resignation of Rose Marie Lee	3
	Limited Permanent Employment Status for Carla Claymore	3
8.	Tour of Facilities	3
9.	Executive Session	3
10.	Certification Advisory Committee Recommendations	3
11.	Issuance of South Dakota Teacher Certificates to Graduates of Dr. Martin Luther College	4
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13.	State Board Commissions and Committee Reports	4
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18.	Adjournment	6

SAMPLE NO. 2 Index to Minutes

APPENDIX H

Schedule of Retention Periods for Records

A SCHEDULE OF SUGGESTED RETENTION PERIODS FOR COMMON TYPES OF BUSINESS RECORDS

2 to 3 years

Acknowledgements
Bank Statements
Bond paid interest coupon
Correspondence, general
Delivery receipts
Payroll checks, voided
Tabulating machine cards
Time cards

3 to 4 years

Claims closed, by company
Customer account records, closed
Deposit slips
Finish goods, inventory records
Insurance policies, expired (all types)
Proxies
Purchase orders
Requisitions
Tariffs

4 to 5 years

Bills of lading
Correspondence with applicants
Employees' applications (after termination)
Employees' tax witholding statements
Express receipts
Freight bills
Freight claims (after expiration)
Manifests
Remittance statements
Receiving reports
Sales Slips
Salesmen's expense accounts
Service reports
Shipping tickets

5 to 6 years

Correspondence, license
Correspondence, purchase
Correspondence, traffic
Complaint reports
Credit memos
Employees' daily time reports
Equipment inventory records
Insurance, fire inspection reports
Internal audit reports
Monthly trial balances
Payroll, overtime
Photographs of installations, etc.
Price exceptions and adjustments
Safety reports
Government contracts and all papers pertaining thereto

6 to 7 years

Bond registers
Bonds, cancelled
Claims, closed, against company
Contracts and agreements (expired)
Correspondence, war bonds
Credit files
Employee records (terminated)
Expense reports
Federal income tax returns
Insurance, group disability
Inventory, recaps
Invoices, copy of order
Invoices, paid
Patent assignments
Payroll, bonus
Payroll, general
Payroll, part time
Payroll, temporary
Price and policy bulletins (superseded)
Real estate records (after disposal of land and buildings)
Stock dividends checks, cancelled
Stockholder lists

7 to 8 years

Checks, payroll
Commission statements
Correspondence, production
Cost statements
Employees' earning record
Employees' salary and wage rate change
Insurance, pensions (after expiration)
Purchase orders for capital expenditure
Sales sheets
Specification sheets

8 to 9 years

Accident reports (after settlement
Agreements, leases (after expiration)
Checks, dividend
Checks, general
Checks, petty cash
Compensation cases (after closing)
Engineering problems (killed)
Vouchers, cash
Vouchers, numeric copy

9 to 10 years

Vouchers, A-Z copy
Voucher, register

10 years

Insurance claims (after settlement)
Vouchers, capital expenditure

17 years

Agreements, licenses

Permanent

Agreements, deeds
Applications filed with regulatory agencies
Engineering and research project records
Ledgers and journals, cash
Ledgers and journals, customer
Ledgers and journals, general
Ledgers and journals, payroll
Ledgers and journals, plant
Ledgers and journals, royalty
Ledgers and journals, stock
Minutes, executive
Minutes, stockholders
Patents
Plant surveys
Property papers
Reports, annual
Reports, audit
Securities registration documents
Stock certificates
Stock transfer
Taxes, federal
Taxes, property
Taxes, sales and use
Taxes, state
Time study reports
Unsolicited outside suggestions

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